

**Headteacher: Mrs S I Burns**

**SANDBACH SCHOOL**

**New Student 2018-2019**

**Data Collection Booklet**

NAME: ……………………………………………………………..

Please complete all pages and return to

school reception

|  |
| --- |
| **For School Office Use Only:** **Form House Sets Photo CTF**   **SLG Parent Pay Timetable Email (LRC, Spiceworks, YN, Enqs, Refectory)** **UPN Issue 01-05-2018**  |

Both parent/carer and pupil signatures are required within this booklet

**ANY PERSONAL/IDENTIFIABLE INFORMATION THAT IS NOT SIGNED WITH CONSENT WILL NOT BE USED OR ENTERED INTO OUR STUDENT DATABASE**

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| **Home School Agreement** |
| **In signing this agreement all parties agree to commit to the School’s ethos.** |
| **Sandbach School Ethos**Our motto Ut Severis Seges ‘As you sow, so shall you reap’ encapsulates the school ethos of working hard to achieve. To facilitate this Sandbach School will endeavour at every opportunity to; * Provide a safe learning environment to enable your son to achieve his full potential and build positive relationships
* Provide a balanced curriculum and meet the individual needs of your son
* Provide pastoral care, guidance and encourage positive behaviour
* Keep you informed about general school matters and about your son’s progress in particular
* Be open and welcoming at all times and offer opportunities for you to become involved in the life of the school
* Offer opportunities beyond the classroom that will enhance your son’s academic progress and personal development
 |
| **Sandbach School Parental Expectations**By signing this document a parent/carer agrees to; * Ensure that my son attends school for a minimum of 97% of the time, is punctual, properly equipped and dressed in full school uniform
* Make the school aware of any concerns or problems that might affect my son’s work or behaviour
* Support the school’s policies and code of conduct
* Support my son in homework and other wider school activities
* Attend parents’ evenings and discussions about my son’s progress
 |
| **Sandbach School Pupil Expectations**By signing this document a pupil agrees to; * Try to attain 100% attendance
* Be on time and properly equipped for learning
* Learn to the best of their ability in all of their lessons
* Complete homework as required in line with the school policy
* Build positive relationships with peers and teachers
* Wear the full School uniform properly
* Conduct themselves in a manner that reflects the school ethos including journeys to and from school.
 |
| ***Pupil Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******Parent/Carer 1 & 2 Signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Headteacher Signature*:** *Sarah Burns* |

**Both parent/carer and pupil signatures are required.**

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**1. \*Pupil - Personal Details**

Pupil Legal Surname: …………………………………………………………………………………………..

Pupil Legal Forename: ……………………………… Middle name(s): ..………...………………………...

Pupil Preferred Surname: .……………………………………………………………………………………..

Pupil Preferred Forename: ..………………………...................................................................................

Pupil Date of Birth: ………………………………………… (dd/mm/yy)

**2. \*Pupil - Home Address**

House Name/Number: ……………………….. Street: ……………………………………………………….

District: …………………………………………. Town: ……………………………………………………….

County: …………………………………………. Post Code: …………………………………………………

**3. \*Parent(s) / Carer(s) - Contact Details (those living with the pupil)**

 **Contact 1** – You are the primary point of contact for the school and will receive **all** communications from us. **A valid email address and mobile phone number are required**.

 Name & Title: …………………………………… Relationship to pupil: …………………………….…..

Mobile: …………………………………………… Home: ………………………………………………….

Work: …………………………………………….. Email: …………………………………………………..

 *A valid email address is required*

Please indicate which telephone number would be your preferred number to be contacted on by the school should we need to contact you. Home 🞎 Mobile 🞎 Work 🞎

We are moving towards becoming a paperless school so it is important that you provide your email above to enable you to receive reports and correspondence from the school.

 Can you confirm you have parental responsibility for this child? Yes 🞎 No 🞎

 **Contact 2**

 Name & Title: …………………………………… Relationship to pupil: …………………………….….….…

Mobile: ……………………………………………Home:……………… ………………………………………..

Work: ……………………………………………. Email: ……………………………………………….……….

Please indicate which telephone number would be your preferred number to be contacted on by the

school should we need to contact you Home 🞎 Mobile 🞎 Work 🞎

We are moving towards becoming a paperless school so it is important that you provide your email above to enable you to receive reports and correspondence from the school.

Can you confirm you have parental responsibility for this child? Yes 🞎 No 🞎

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Please enter below any other person **not living with the pupil** who has **parental responsibility**

Name & Title: …………………………………… Relationship to pupil: ..……….……………………………

House Name/Number: ……………………….. Street: ……………………………………………………….

District: …………………………………………. Town: ………………………………………………………..

County: …………………………………………. Post Code: ………………………………………………….

Telephone Home: ……………………………... Mobile: ………………………………………………………

Work: ………………………………………….… Email: ………………………………………………………. *A valid email address is required*

Signature: ………………………………………..

Separated Parent: Yes No Emergency Contact: Yes No

Please indicate if there is a court order against this person and what conditions apply to the order:

Court Order: Yes No

 **\*\*** Please note that if any contact has a court order applied to them then we will need to see a copy of

 the court order outlining the exact terms and conditions.

**4. \*Other Emergency Contact Details**

 Please enter any additional emergency contact persons in case the home parent/s cannot be contacted.

|  |  |
| --- | --- |
| **1st Additional Emergency contact**  | **2nd Additional Emergency contact**  |
| Name: ………………………………………………Relationship to pupil: ……………………………..Home No: ……………………………..…………...Mobile: ……………………………………………..Email: ………………………………………………Signature 1 ……………………………………….. | Name: ……………………………………………….Relationship to pupil: ………………………………Home No: …………………………………………..Mobile: ………………………………………………Email: ……………………………………………….Signature 2 ………………………………………… |
| **3rd Additional Emergency contact**  | **4th Additional Emergency contact**  |
| Name: ……………………………………………..Relationship to pupil: …………………………….Home No: ……………………………..…………..Mobile: …………………………………………….Email: ……………………………………………...Signature 3 ……………………………………….. | Name: ……………………………………………….Relationship to pupil: ………………………………Home No: …………………………………………..Mobile: ………………………………………………Email: ……………………………………………….Signature 4 ………………………………………… |

**5. \*Meal Patterns**

Meals: Free Meal 🞎 Home 🞎 School Meal 🞎 Sandwiches 🞎

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**6. \*Pupil - Medical Information**

Medical Conditions: ……………………………………………………………………………………………..

Allergies: *please be specific* …………………………………………………………………………………….

Dietary Restrictions………………………………………………………………………………………………

Name of Doctors Surgery: ………………………………………………………………………………………

Telephone: ………………………………………………………………………………………………………..

Surgery Address: ………………………………………………………………………………………………...

………………………………………………………………………………………………………………………

**7. \*Pupil - Personal Information**

Ethnic Group: \*………………………………………. Home Language: \*…………………………………….

Religion: \*…………………………………………….. Country of Birth: \*……………………………………..

Nationality:\* ………………………………………….. \* Required information

Service Children in Education\*\*: Yes 🞎 No 🞎

\*\* This Indicates if a child has a parent or parents who are Service Personnel, serving in regular HM Forces military units of all forces, or in the Armed Forces of another nation and stationed in England, and exercising parental care and responsibility. The information will be of use to help identify both the impact that being a Service child has on their education and the impact that catering for large numbers of Service children has on the school. Please note, however, that data on individual pupils is not being shared with the MoD. This is only relevant to children whose parents are designated as Personnel Category 1 or 2 which are shown on the MoD website, however all parents will be aware of the Personnel Category.

**8. \*Pupil - Other Information**

Main mode of Transport to/from School: ……………………………………
Bus Route/Transport Provider Name: ……………………………………

SEN Status (if known): School Support (SFP) 🞎 Statemented / EHCP 🞎

Brother(s) / Sister(s) at Sandbach School: Yes 🞎 No 🞎 If yes please complete details below

|  |  |  |
| --- | --- | --- |
| Name(s)  | ……………………………………………………………………………………………………………………………….………………………………………………………………. | Form: ………….. ………….. …………. |

**9. \*Pupil - Previous School**

School Name: ……………………………………………………………………………………………….

Local Authority (LA): ………………………………………………………………………………………..

I agree that the information provided is current and correct and to let the school to use the relevant information

**PARENT/CARER (Contact 1) SIGNATURE …………………………………………….**

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**School Agreements**

**Full agreement details can be found at** [**www.sandbachschool.org**](http://www.sandbachschool.org) **(Admissions > Transition) or requested from main reception on 01270 758870. From time to time agreements may change and these will be published on the school website and on SIMS Learning Gateway.**

**Pupil Agreements**

**ICT**

I have read and understood the ICT Student Users Policy and agree to all of the conditions. I will use the school ICT facilities in a responsible way and observe all the restrictions placed on the system by the school. I understand that my access to the ICT facilities can be removed on a temporary or permanent basis.

 Yes 🞎 No 🞎 **PUPIL SIGNATURE ……………………………………………..**

**LRC**

I agree to use the Library resources and facilities in a responsible way.

 Yes 🞎 No 🞎 **PUPIL SIGNATURE ……………………………………………**

**Parental / Carer Agreements**

**ICT**

As the parent or carer of the pupil signing above, I grant permission for my son to use electronic mail and the Internet. I understand that there will be occasions when my son could be using the Internet without direct supervision by a member of staff. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my son to follow when selecting, sharing and exploring information and media. I further understand that my son will be held accountable for his own actions. If my son wishes to transfer work from home to school I will ensure there is an up-to-date and active anti-virus program on the computer he uses at home.

 Yes 🞎 No 🞎

**Cashless Catering**

I give permission for my son to provide a fingertip image in order to use the cashless catering system.

 Yes 🞎 No 🞎

**Parent Pay**

I give permission for my son’s data to be provided for use as payment method with the cashless catering system.

 Yes 🞎 No 🞎

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**Photographs**

From time to time we take photos or video clips of the students, either individually or in a group setting, to promote student success and demonstrate curriculum activities through our communication channels please make sure you child knows the options chosen below.

I give permission for my child’s photograph to be used for:

* Internal administrative records

 Yes 🞎 No 🞎

* School information and promotional publications

 Yes 🞎 No 🞎

* School website, newsletter and public/social media

 Yes 🞎 No 🞎

**SIMS Learning Gateway - Parental Portal**

I agree that the data provided above should be used to create on online reporting account for my son/daughter so that I am able to access the 24 hour parental portal site where I can view attendance, exam timetables and results when published.

 Yes 🞎 No 🞎

**Data Protection**

This information will be entered into a Database and used only in connection with Sandbach School and for the purposes for which it has been collected. At any time you are free to inspect the information which is stored. In order to conform to the General Data Protection Regulation, you need to sign below in the space provided, giving us permission to enter this information into our system. Please see explanatory notes at the back of the booklet for further explanation. I agree to let you use this information about my son.

 Yes 🞎 No 🞎

***Additional Data Usage***

*Information stored for educational purposes may be used with selected 3rd parties listed in the appendix for supporting your son though their educational at Sandbach School. These can be opted in at the end of the data booklet.*

***Valuable Items***

*Please be aware that personal mobile phones, laptops, tablets, IPods and other similar items are not covered on the school’s insurance policy and the school cannot be held responsible if they are lost or damaged.*

I agree to let the school to use the relevant information with the accepted agreements listed under School Agreements

**PARENT/CARER (Contact 1) SIGNATURE …………………………………………….**

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**3rd Party Education systems (Educational Support Systems)**

**Kudos**

Careers software for aiding choices after school (Post 16+) – Online Software

 Yes 🞎 No 🞎

**My Maths**

Maths support in lesson and homework module – Online Software

 Yes 🞎 No 🞎

**Kerboodle**

Maths support in lesson for teaching – Online Software

 Yes 🞎 No 🞎

**Sims Learning Gateway**

External reports and student progress tracking – Online Software

 Yes 🞎 No 🞎

**Parents Evening System**

Setting up of parental meetings – Online Software

 Yes 🞎 No 🞎

**Show My Home Work**

Homework tracker and planner – Online Software

 Yes 🞎 No 🞎

**Parent Pay**

Cashless payment system for school funds – Online Software

 Yes 🞎 No 🞎

**Pixl**

Maths and English lesson support – Online Software

 Yes 🞎 No 🞎

I agree to let the school to use the relevant information with the accepted 3rd parties listed here

**PARENT/CARER (Contact 1) SIGNATURE ……………………………………………**

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**EXPLANATORY NOTES**

Please read through these notes before completing the data booklet.

All questions contained in this booklet are either of vital information to us e.g. emergency numbers, or required

by law for national statistics e.g. Ethnic group. Any incomplete data booklets will be returned.

1. **Pupil - Personal Details**

|  |  |
| --- | --- |
|  Legal Surname/Forename | Please indicate the preferred surname/forename if different from the legal surname/forename. If a legal name change has taken place a copy of the deed poll will need to be provided for our records. |

1. **Pupil - Home Address**

|  |  |
| --- | --- |
| Address | Please enter the pupil’s full postal address. |

|  |  |
| --- | --- |
| 1. **Parent(s)/Carer(s)**
 |  |
|

|  |  |
| --- | --- |
|  Parent/Carer Contact Info | Please include full name and surname(s) of parent(s)/Carer(s) plus their title and relationship to the pupil i.e. Mother / Father / Step Parent. |
|  Court Order | The Parents Charter requires us to be able to communicate with those who have parental responsibility for a child e.g. separated parents, unless a court order states otherwise. This document will need to be seen by the school. |

 |
| 1. **Emergency Details**

|  |  |
| --- | --- |
|  Emergency Contact | Please provide the first, second, third or fourth person to contact in the event of an emergency. Please include the name and title of the person, relationship to the pupil and their daytime contact number. |

 |

1. **Pupil - Meal Patterns**

 Meal Patterns Please indicate the most frequent option.

1. **Pupil - Medical Information**

|  |  |
| --- | --- |
| Medical Information  | Please alert us to conditions such as asthma, epilepsy, diabetes, allergies and any other information that will help us with regard to the welfare of your son. |

1. **Pupil - Personal Information**

|  |  |
| --- | --- |
| Ethnic Group/ Home Language | See details in tables 1 & 2 below and complete details in section 7. |
| ReligionService Children | See details in table 3 below and complete details in section 7.Please see explanation in section 7 of the Data Booklet |
|  |  |

1. **Pupil - Other Information**

|  |  |
| --- | --- |
| Mode of Travel to/from School | Choose from table 4, how best describes the way in which your son gets to and from school on most days and complete in section 8 of the Data Booklet. |
|  |  |
| SEN Status | Please notify us of your sons SEN status if applicable. |

1. **Pupil - Previous School**

|  |  |
| --- | --- |
| School Name & LA | Name of last school that your son attended and the Local Authority of that school if known. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| **TABLE 1 – ETHNICITY** |  | **TABLE 2 – HOME LANGUAGE** |  | **TABLE 3 - RELIGION** |
| White - British |  | English |  | Buddhist |
| White - Irish |  | Arabic |  | Christian |
| Bangladeshi |  | Bengali |  | Hindu |
| Black African |  | Cantonese |  | Jewish |
| Black Caribbean |  | Chinese |  | Muslim |
| Chinese |  | French |  | Sikh  |
| Gypsy/Roma |  | German |  | No religion |
| Indian |  | Greek |  | Prefer not to say |
| White and Asian |  | Gujarat |  | Other |
| White and Black African |  | Hindi |  |  |
| White and Black Caribbean |  | Italian |  | **TABLE 4 – TRAVEL** |
| Pakistani |  | Polish |  | Car Share (with other pupils) |
| Traveller of Irish Heritage |  | Portuguese |  | Car/Van |
| Any other Asian Background |  | Punjabi |  | Cycle |
| Any other Black background |  | Spanish |  | Dedicated School Bus service |
| Any other ethnic group (please specify) |  | Turkish |  | Walk |
| Any other mixed background |  | Urdu |  | Public Bus service |
| Any other White background |  | Other (please specify) |  | Taxi  |
| Parent/Pupil preferred not to say |  |  |  | Train |
|  |  |  |  | Other |

 |  |
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**Pupil Privacy Notice (How we use pupil information)**

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

* Personal information (such as name, unique pupil number and address)
* Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Assessment information
* Relevant medical information,
* Special educational needs information,
* Exclusions
* Behavioural information,
* Post 16 learning information

**Why we collect and use this information**

We use the pupil data to:

* support pupil learning
* monitor and report on pupil progress
* provide appropriate pastoral care
* assess the quality of our services
* comply with the law regarding data sharing

**The lawful basis on which we use this information**

We collect and use pupil information under the Education Act 1996 and the EU general data protection regulation 2016/679 (GDPR) will take effect in May 25 2018 including Article 6 ‘lawfulness of processing’ and Article 9 ‘Processing of special categories of personal data’.

**Collecting pupil information**

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

**Storing pupil data**

We hold pupil data for up to 6 years after they leave the school and are aged 25.

**Who we share pupil information with**

We routinely share pupil information with:

* schools that the pupil’s attend after leaving us
* local authority
* the Department for Education (DfE)
* NHS

**Why we share pupil information**

* We do not share information about our pupils 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 the (DfE) under regulation 5 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>.

**Youth support services**

**Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

* Youth support services
* Careers advisers

A parent or guardian can request that **only** their child’s name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

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**Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

* Post-16 education and training providers
* Youth support services
* Careers advisers

For more information about services for young people, please visit our local authority website.

**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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

* conducting research or analysis
* producing statistics
* providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

* who is requesting the data
* the purpose for which it is required
* the level and sensitivity of data requested: and
* the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department’s data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

**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 Mr S Dodds (Deputy Headteacher).

You also have the right 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
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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: Dr J. Cosgrove (DPO)

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