



Park Grove Primary School
Park Grove, York YO31 8LG
Tel: 01904 554390
parkgrove@york.gov.uk
www.parkgroveprimary.co.uk

Headteacher
Miss J Sawyer

Charity Registration no. 1127874

Empowering Children through Creative Learning

Assistant Headteachers
Mrs V Hearson
Mrs N Martin
Mrs H Steel

7th September 2016

Dear Parents/Carers,

Welcome back to Park Grove Primary School. I hope that you had a relaxing and fun filled Summer holiday.

Please find attached a new 'Pupil Information Form' that we will need you to fill in for each of your children.

Every year, we make sure that we refresh the information we hold about your child/children to ensure that we have up to date medical and contact details.

This year, we are required by the Government to ask for more detailed information than we have asked for previously. It is essential that we update our records to ensure that all children are looked after according to their medical or additional requirements.

As you know, we send all communication via email so we would like to have an email address for each parent/carer to ensure that you are always kept up to date.

We have added a consent section for children to walk to local areas (e.g. into York City centre) under the supervision of our staff. This is to avoid parents having to fill in a new consent slip every time we take the children on a local trip/walk. However, we would always let you know in advance if we were planning to leave the school site. Trips such as swimming or trips that are a bus ride away will still require additional consent.

It would be a huge help to us if you could fill the Pupil Information form in as soon as possible and return it to the your child's class teacher or the office.

Please could we ask that all forms are returned no later than Friday 16th September.

Thank you for your support.

Jo Sawyer
Headteacher
Head.parkgroveprimary@york.gov.uk



Park Grove Primary School PUPIL INFORMATION FORM

Pupil Information			
Surname			
Legal Surname			
Forenames			
Date of Birth	Day	Month	Year
Home Address			
Postcode			
Gender (please tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Details of Parents / Carers With Whom Child Lives			
	Parent / Carer 1	Parent /Carer 2	
Surname			
Forenames			
Relationship to child			
Email address			
Home Telephone No			
Mobile Telephone No			
Work Telephone No			
Details of Parents / Guardians Who Live Separately From Child			
Is there a parent of this child to whom you wish relevant information (e.g. open evenings, reports to be sent?) Please tick	<input type="checkbox"/> Yes Please complete details below	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Surname			
Forenames			
Relationship to child			
Email address			
Address			
Post Code			
Details Of Siblings / Relatives In School			
Full Name	Relationship to Child	Current Class	
Pupil Premium			
If you are in receipt of certain benefits or a parent is in the armed forces, the school may be able to claim extra funding (Pupil Premium) to support your child. Your child will receive a PE kit if required and all trips will be paid for.			
Are you a Service Family? <small>(indicates if a child has a parent or parents who are service personnel serving in the 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)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

To enable the school to check your eligibility to access Pupil Premium Funding, and with your consent to share with City of York Council, please provide us with the following information:

Surname	Parent National Insurance Number	Parent Date of Birth

Medical and Personal Details

Family Doctor

Full Name	
Address	
Telephone Number	

If your child suffers from any ailments that you think the school should be aware of please detail them including any medications or treatment they need:

Please give details of any operations / illnesses your child has had in the past you think the school should be aware of:

Please give details of any allergies your child suffers from, including any medications and treatment they need:

Please give details of any family circumstances which may affect your child:

Please give details if your child has been involved with other services such as child Development Service, Speech Therapy, Family Centre or Social services?		
Do you give permission for your child to receive first aid/the school to seek medical advice at school or on school visits/trips if required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Emergency Contact Information
 It is essential that we can contact someone by telephone in an emergency during the school day; therefore please complete all boxes below, providing as many contacts as possible. Please note that the school will assume that you agree to information regarding your child to be shared with the people you have detailed below.

Emergency Contact Information			
	First Contact	Second Contact	Third Contact
Name			
Address			
Relationship to child			
Home Telephone No			
Mobile Telephone No			
Work Telephone No			
Notes / Comments:			

OTHER INFORMATION

If there is any other information you think we should know about your child please detail below. Please note that if you request that someone with parental responsibility is not to have access to your child you must provide legal evidence. Any concerns regarding this must directed to the school.

Photograph Consent

Occasionally we may take photographs of the children in our school; to be used in the prospectus or other printed publications as well as our website. We may also make video recordings for school-to-school conferences, curriculum assessment or other educational use.

From time to time, the media will take photographs or film footage of a visiting dignitary or high profile event. Pupils will often appear in these images, which may appear in local or national media.

To comply with the data protection act 1998, we need your permission before we can photograph or make any recording of your child. Therefore, please complete the questions below.

Do you consent to your child being photographed / filmed for media events agreed by the school?	YES / NO
May we use your child’s photo in the school prospectus, website, Twitter and other printed publications?	YES / NO
May we record your child’s image (unidentified) on video?	YES / NO
May we use your child’s image (unidentified) on the public area of our website?	YES / NO
Do you consent for your child’s full name being published with a press photograph?	YES / NO
Do you Consent to your child being in an individual and group press photos unnamed?	YES / NO

School Visits

I give permission for my child to take part in and walk to/from local educational visits, sporting activities and any other extra-curricular activities during his/her time at Park Grove Primary School. I understand that this consent will last for the duration of my child’s time at school. I will contact the school should I wish to amend this consent form at any time

Parents / Carers Name:

Parent / Carers Signature:

Date:

Three empty blue horizontal bars at the bottom of the page.

Ethnicity Details:

Please note – ethnic origin is required by the Department for Education for statistical purposes. You are **NOT** obliged to give this information if you do not wish

Any other Asian background		Chinese	White and Black African	
Any other Black background		Gypsy/Roma	White and Black Caribbean	
Any other ethnic background		Indian	White British	
Any other mixed background		Pakistani	White European	
Bangladeshi		Traveller of Irish Heritage	White Irish	
Black African		White and Asian	White Other	
Black Caribbean				
I do not wish an ethnic background category to be recorded				

COUNTRY OF BIRTH:

--

NATIONALITY:

--

LANGUAGES: Please indicate below the language spoken at home

English		Other (please specify)	
---------	--	------------------------	--

RELIGION

Prefer not to say		Religion (please specify)	
No religion			

I confirm that the above information is correct:

Signed: _____

Date: _____

Data Protection Act 1998 – The School is collecting this data in order to meet its statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 1996 and The School Standards and Framework Act 1998. Some of this data will be shared with the Local Authority and may be shared with other agencies that are involved in the health and welfare of school children.

Parent Copy – please detach and keep.

Privacy Notice – Data Protection Act 1998

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use 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

This information 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.

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

If you want to receive a copy of the information about your son/daughter that we hold, please contact **Claire Clarke, Office Manager**.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at https://www.york.gov.uk/info/20168/information_management/580/data_protection or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>