

STUDENT INFORMATION FORM

PLEASE COMPLETE ALL SIDES OF THIS FORM FOR YOUR CHILD

This information will be used for administrative purposes within this school. The provision of accurate information helps this school to ensure that your child and other children get the best from their schooling. It is important that you tell us if there are any changes to the information. If fully completed, this form can be referred to by the school for every UK based, one day, off site school trip, removing the need to complete a form for every trip in which your child participates. We will ask you to update key parts of the information each year. Gillotts School is entitled to collect this information under the provisions of the General Data Protection Regulations. If you have any questions concerning the completion of this form, please contact the Admissions Officer.

SECTION 1: STUDENT'S DETAILS:

Forename:	
Middle Name(s):	
Surname:	
Preferred Name:	
Date of Birth:	
Gender:	Male/Female (please circle as appropriate)
Student's Address:	
Postcode:	

SECTION 2: PARENTS' DETAILS:

To fulfil the provisions of the Education (Pupil Registration) Regulations the school is required to keep an admissions register that includes the name and address of every person considered, in law, to be the parent of a student. Please note that this includes: mother; married father – even if separated or divorced from the mother; unmarried father – provided parental responsibility is obtained either by formal written agreement of the mother or by court order; any person who has a residence order in relation to the child; any person who has actual care of the child.

Mother	
Title:	
Forename:	
Surname:	
Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	
Receive information, eg reports, newsletters, emails:	Yes/No (please circle as appropriate)

Father	
Title:	
Forename:	
Surname:	
Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	
Receive information, eg reports, newsletters, emails:	Yes/No (please circle as appropriate)

Other parent	
Relationship to child:	
Title:	
Forename:	
Surname:	
Address:	
Postcode:	

Gillotts School

Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	
Receive information, eg reports, newsletters, emails:	Yes/No (please circle as appropriate)

Other parent	
Relationship to child:	
Title:	
Forename:	
Surname:	
Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	
Receive information, eg reports, newsletters, emails:	Yes/No (please circle as appropriate)

SECTION 3: EMERGENCY CONTACTS (OTHER THAN PARENTS):

In the event of an emergency we normally contact parents first unless instructed otherwise. Please give the name and address of at least one additional person who may be contacted in the event of an emergency if the Parents are not available. An emergency contact should live locally and be prepared to collect and act on your behalf if you are unavailable.

Emergency Contact 1	
Title:	
Forename:	
Surname:	
Home Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	

Emergency Contact 2	
Title:	
Forename:	
Surname:	
Home Address:	
Postcode:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	

SECTION 4: BROTHERS AND SISTERS

Please indicate the position of your child within the family (do not include parents)

	of	
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Are any siblings currently attending Gillotts School? Yes/No (please circle, if yes please complete box/es below)

Name	
Name	
Name	

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SECTION 5: MEALS: How will the student eat at lunchtime generally? Please tick one box only.

Free School Meal*	
School Meal	
Sandwiches	
Other	

By law, children in families claiming Universal Credit, Income Support or Income Based Jobseeker's Allowance and some other benefits are entitled to free school meals (provided evidence of these benefits has been made available to the school). Even if your child will not be taking free school meals it is important that we have this information since it affects our funding and the way in which the school's performance in tests and examinations is compared with that in other schools. We will ask this question again from time to time to ensure that our records are accurate, and on occasion may need to see relevant proof.

Please indicate if you are receiving such benefits Yes/No (please circle as appropriate)

SECTION 6: MEDICAL

GP Practice:	
GP Name:	
GP Telephone Number:	

Does your child have?	
Vision Problems	Yes/No
Hearing Problems	Yes/No
Speech Problems	Yes/No
Mobility Problems	Yes/No
Behavioural Problems	Yes/No

Does your child suffer from?	
Asthma	Yes/No
Epilepsy	Yes/No
Diabetes	Yes/No
Bowel or Bladder Problems	Yes/No
Serious Allergies (eg medication, dressings, stings, food)	Yes/No
Travel Sickness	Yes/No
Any other Medical Conditions	Yes/No

Does your child need regular medication on prescription?	Yes/No
Will your child need medication during school hours?	Yes/No
Does your child suffer from any condition which may affect his/her participation in PE?	Yes/No
Date of last Tetanus injection, if within last ten years	

If you have answered YES to any of the above, please give details, including any treatment required (eg medicines – dose and frequency)

Would you like the Community School Nurse to contact you to arrange a review of your child's health?	Yes/No
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SECTION 7: ETHNIC MONITORING:

Country of birth	
Nationality	

Please tick the ethnic group to which the student belongs. It is essential that we have this information so that we can monitor the effectiveness of the school's equal opportunities policies and practices in maximising the student's progress and achievement. White British should include any pupils from England, Scotland, Wales and Northern Ireland. White Irish should include any pupils from the Republic of Ireland.

White British		Indian	
White Irish		Pakistani	
White Traveller of Irish Heritage		Bangladeshi	
Any other white background (please specify)		Any other Asian background (please specify)	
White Gypsy/Roma		Black Caribbean	
Mixed White/Black Caribbean		Black African	
Mixed White/Black African		Any other black background	
Mixed White/Asian		Chinese	
Any other mixed background (please specify)		Any other ethnic group (please specify)	

Prefer not to answer	
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Please indicate the student's first language (the main language spoken by the student at home). Please tick one box only.

English		If Other, please indicate the level of proficiency in:	
Other (please state)		Speaking	Fluent/ Good/ Basic
		Listening	Fluent/ Good/ Basic
		Reading	Fluent/ Good/ Basic
		Writing	Fluent/ Good/ Basic

Please tick the student's religion. Please tick one box only.

Christian inc Roman Catholic		Jewish	
Muslim		Buddhist	
Hindu		Other	
Sikh		No religion	

SECTION 8: TRAVEL: How will the student travel to school generally? Please tick one box only.

Bicycle		Walks	
Car		Taxi	
Public Transport		Other	
School Coach/Bus			

SECTION 9: WELFARE: Please circle as appropriate

Is your child a Service Child in Education? ie, a child of someone serving in the UK armed forces	Yes/No
Is your child a Young Carer?	Yes/No
Was your child Adopted from Care?	Yes/No

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SECTION 10: PREVIOUS EDUCATION: *Please give details of all previous schools attended by the student.*

Name & location of school	Date of arrival	Date of leaving

SECTION 11: SPECIAL EDUCATIONAL NEEDS and DISABILITY

Please indicate if your child has been identified as having any special needs or a disability? Yes/No

Does your child have a Statement or Education, Health and Care Plan? Yes/No

Has your child been given extra time in exams at their previous school? * Yes/No

* applies only to students joining Gillotts in years 9, 10 or 11

<i>If YES to any of the above, please give details, or attach more information.</i>

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SECTION 12: ADDITIONAL INFORMATION SPECIFICALLY FOR SCHOOL TRIPS

Please indicate the swimming ability of your child by ticking the appropriate distance. (Normally the minimum requirement for participation in water-base activities is to be able to swim 25m and display water confidence.)

Non-swimmer	10 metres	25 metres	50 metres	Greater distance

Please specify any special dietary requirements.

Is there any other relevant information of which any group leader or activity provider should be made aware? (eg vertigo, claustrophobia, panic attacks, colour blindness etc)

Although regrettable, there are occasions when it may not be possible to accommodate persons with particular or extensive conditions or special needs on some visits or in some activities since their health and safety may be placed at unacceptable risk. In such cases the decision of the Head of Establishment is final.

SECTION 13: YOUR SIGNATURE:

I declare the above information is a complete résumé of my son/daughter's current health status, and I will notify the 'Trip Leader' of any subsequent changes that occur prior to the date of any visit. I accept travel may be denied if any medically notifiable or certifiable health problem(s) subsequently arise(s).

I agree to my son/daughter taking part in school visits including sporting fixtures and all UK based one-day off site school activities taking place during the academic year 2018-19. I will be informed of the dates and nature of the activities beforehand and will have the opportunity to withdraw this general consent should I wish to do so. I will read the proposed itinerary, activities, financial and general information for any visit and by returning the permission slip for a visit I agree to my son/daughter attending and participating fully in the proposed activities.

I agree to my son/daughter receiving any and all emergency medical treatment, including anaesthetic and/or blood transfusion, as may be considered necessary by the medical authorities in attendance, should the need arise. I understand the extent and limitations of the insurance cover provided.

Please sign and date:

Signature:	
Name (in block capitals please):	
Date:	
Relationship to student:	

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)
- Medical information (such as name of GP, relevant medical conditions)
- Attendance information (such as sessions attended, number of absence, absence reasons)
- Behavioural information (such as behaviour incidents, exclusions)
- Assessment information (such as national curriculum assessments)
- Special educational needs information
- Safeguarding information
- School history (such as where pupils go when they leave us)
- Photographs
- CCTV images captured in school

Why we collect and use this information

We use the pupil information:

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

The lawful basis on which we use this information

We only collect and use pupil information when the law allows it. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need to perform an official task in the public interest.

Less commonly, we may also process pupil information in situations where:

- We need obtained consent to use it in a certain way;
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupil information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and how consent can be withdrawn.

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 information

We hold pupil information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations. Our Records Management Policy, available on our website, sets out how long we keep information about pupils.

Who we share pupil information with

We routinely share pupil information with:

- our local authority
- the Department for Education (DfE)
- awarding bodies
- schools that the pupils attend after leaving us
- Ofsted
- our School Nurse
- our school counsellors

We also provide pupil level personal data to third party organisations which supply services to us for which the provision of the data is essential for the service to be provided. Decisions on whether to release this data are subject to a robust approval process, including the arrangements in place to store and handle the data. We currently provide pupil level data for the following purposes:

- Systems integral to the delivery of core business services, e.g. Scomis, SISRA, Capita, Schoolcomms
- Systems integral to the operation of IT Services systems, e.g. Google, EE, Salamander, Lightspeed
- Curriculum products, e.g. GCSE Pod, SAM Learning, My Maths, VocabExpress

A full current list is available on request.

Gillotts School

Photographs

As part of our school activities, we may take photographs and record images of individuals within our school.

We will obtain written consent from parents/carers for photographs and videos to be taken of pupils for communication, marketing and promotional materials.

Where we need parental consent, we will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil. Where we don't need parental consent, we will clearly explain to the pupil how the photograph and/or video will be used.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

When using photographs and videos in this way we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

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 / 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.

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 Mrs Mary McWhinnie, PA to the Headteacher, mmcwhinnie@gillotts.org.uk

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, 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 Mary McWhinnie, PA to the Headteacher, mmcwhinnie@gillotts.org.uk

Gillotts School

Consent form for using photos for communication, marketing and promotional materials

At Gillotts, we sometimes take photographs or make recordings of pupils. We use these for official tasks in the public interest, for example to be able to identify our students.

We also use photos in the school's prospectus, in the school's newsletter, on the school's website, in adverts/ press releases and on display boards/ in presentations around school. We may take photographs/ make recording of performances to make them available for parents. If a photograph/ recording is used in this way, personal details of young people such as their name, email address, home address and telephone numbers will not be revealed.

We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate your giving consent. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box below:

I am happy for the school to use photographs of my child for communication, marketing and promotional materials.	<input type="checkbox"/>
I am NOT happy for the school to use photos of my child for communication, marketing and promotional materials.	<input type="checkbox"/>

If you change your mind at any time, you can let us know by emailing office@gillotts.org.uk, calling the school on 01491 574315, or just popping in to the school office.

If you have any other questions, please get in touch.

Please sign and date:

Signature:	
Name (in block capitals please):	
Date:	
Relationship to student:	

Gillotts School

Home School Agreement

The purpose of this agreement is to set out in broad terms how students, parents and the school should work together to ensure each student reaches his/her true potential. We strive to promote a broad, balanced range of learning experiences in an atmosphere of mutual respect. We stress values of good conduct and high achievement while also seeking to prepare students to be ready to accept the implications and responsibilities of belonging to a wider community.

We believe very strongly in the triangular partnership involving the student, parents and the school. Students and parents are asked to sign this document to demonstrate that they endorse the general principles that are set out within it and to confirm we will work together for the educational benefit of each child. If you would like to discuss the agreement, please contact your child's form tutor.

Student

I shall:

- do my best to attend every day on time and I will expect to work hard
- be ready for lessons, on time and with the correct equipment
- always do my best in all areas of my school work, both in lessons and at home
- take advantage of all opportunities offered to me by the school, both within and outside lessons
- show respect for all members of the school and all property within the school
- follow the school's behaviour policy and uniform code

Parent/Guardian

I/We shall:

- ensure my/our child's regular, punctual attendance with proper equipment, including a mobile device
- support my child in engaging with the school's full curriculum, including preparation for examinations
- encourage my/our child's learning through homework and other activities
- attend parents' information evenings and consultation evenings concerning my/our child's progress
- get to know and take interest in my/our child's life at school
- make the school aware of any concerns that might affect my/our child's progress
- support the school's Behaviour for Learning policy and uniform code
- avoid taking my/our child on holiday during term time

Staff and Governors

We shall:

- care for your child's safety and happiness, securing an environment where children can grow and develop
- create a good environment for learning
- develop consistent approaches for addressing behaviour issues
- act as role models for your child in punctuality, being prepared for lessons and relationships with other members of the school community
- contact you, when we are concerned about your child's attendance and punctuality
- encourage and motivate your child to do the very best they can
- keep you informed about your child's progress, homework, and about general school matters
- set and mark homework on a regular basis, with the expectation that normally there will be approximately:
 - 1½ hours homework per day for pupils in Year 7 and 8
 - 2 hours homework per day for pupils in Year 9
 - 2½ hours homework per day for pupils in Year 10 and 11
- be open and welcoming and offer opportunities for you to become involved in school life, including lunch-time clubs, sports teams, and educational visits both within the UK and abroad.

We ask parents also to:

- Telephone or email the school on the first day of any unexpected absence their child may have, explaining the nature of the absence and the length of time their child is likely to be away from school, and follow this up with a note on the first day he/she returns.
- Ensure that adequate transport arrangements are made if an after-school detention is set for their child.
- Ensure that all school documents are returned promptly. This includes data checking sheets, detention letters, appointment times for Consultation Evenings and letters concerning school events that require a parental response.
- Ensure that school books are kept in good condition and free from graffiti, and that textbooks are handed back in good condition at the end of the academic year or when requested.
- Read all email communications from the school and access the school website regularly.

In confirmation of acceptance of this Agreement, the appropriate signatures are given below:

Signature of student:	
Signature of parent:	
Name of parent (in block capitals please):	
Date:	
Relationship to student:	

