

DATA COLLECTION SHEET 2018/19

Under the General Data Protection Regulations (GDPR) individuals have a right to be informed about how the school uses any personal data that is held about them.

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our provision
- To comply with the law regarding data sharing
- To deliver extra-curricular events and learning
- To ensure a safe and secure environment.

The law (The Education Act 1996 and under section 6(1)(b) of the General Data Protection Regulations 2018) allows us collect and use pupils' personal data because:

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

We may also process pupils' personal data in situations where:

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

You can review our Privacy Notices for pupils and parents on our website www.jcsc.co.uk.

Please confirm the following information for your child:

Surname:		Legal Surname:	
Forename:		Middle name:	
Chosen name:		Gender:	
Date of Birth:		Tutor Group:	
Address:			
Home Telephone:		Student Mobile:	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. We request that you provide a minimum of 2 emergency contacts; please place them in the order that you wish for them to be contacted in an emergency.

These are the details that we will use to contact you in an emergency. We will also use this information if we need to contact you about your child (for example in relation to their achievement or behavior or for consent or sign up to school services) and to inform you of key school events, school activities or extracurricular events.

Priority	Name / Relationship	Parental responsibility Y/N	School Gateway access required Y/N	Home Address / Phone / Mobile / Email	Work Address / Phone / Email
1				Address: Tel: Mobile: Email: Which email address should we use for SchoolGateway? Home / Work	Tel: Email:
2				Address: Tel: Mobile: Email: Which email address should we use for SchoolGateway? Home / Work	Tel: Email:
3				Address: Tel: Mobile: Email: Which email address should we use for SchoolGateway? Home / Work	Tel: Email:
4				Address: Tel: Mobile: Email: Which email address should we use for SchoolGateway? Home / Work	Tel: Email:

Travel Arrangements

Please tick the appropriate choice (Note: as only one mode of travel can be recorded, please identify the most frequently used mode of travel.)

Car Car Share Cycle Public Bus School Bus Taxi Walk Other

Dietary Needs and Meal Arrangements

If the above information is incorrect, please tick the appropriate choice:

Free School Meal Paid School Meal Packed lunch Other (please advise)

Service Children in Education

Please tick the box below if a parent or parents are in the British Armed Services (Service Personnel serving in regular HM Forces military units of all forces), or have served in the British Armed Services in the past 6 years

Service Children in Education

Name of Parent serving in the British Armed Services		
Name of Regiment/Division		
Date served from:		Date served to:

Children adopted from care or who have left care

If your child has been in the care of Social Services at any point during their lifetime, the information is usually transferred to us however, on occasion, we may not have all of the available information. We appreciate that this is sensitive information and you may decide not to inform us or inform us in a different way (by telephone, email or letter) which is your right to do so.

Name of Local Authority responsible for care:	
Date left care:	
Please tick which applies:	
Adopted from care	<input type="checkbox"/>
Left local authority care on a special guardianship order	<input type="checkbox"/>
Left local authority with care child arrangements order (previously known as a residence order)	<input type="checkbox"/>

We use this information to secure additional funding for the school which in turn enables us to enhance your child's experience during their time with us. Please refer to our Privacy Statement for full information about how we use pupil data.

Free School Meals

Please tick here if your child is currently in receipt of free school meals?	<input type="checkbox"/>
Date of free school meal award	
Review date (if known)	
Please tick here if your child is not currently in receipt of free school meals but has been in receipt of free school meals in the past 6 years?	<input type="checkbox"/>
Date free school meals ceased	

Medical Information [must be provided]

Medical Practice:		Telephone No:	
Address:			
Medical Condition(s)			
Medical Note(s)			

School Closure

In the event of early school closure, for example, due to adverse weather, a text message will be sent to all parents/carers using the details provided above. Students at Acklington Road will be dismissed to the school buses or make their usual way home unless you inform us otherwise. For students in year 5 to year 7 at South Avenue, please indicate below how you wish your child to be dismissed:

Walk home alone Take the school bus/taxi Walk home with a sibling/relative (please provide name and year group)

Nationality:**Ethnicity :****Main Language:****Country of Birth:****Home Language:****Religion:**

The school is registered under the Data Protection Act for holding personal data and the data being collected, controlled and processed in line with current Data Protection legislation. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

A photograph is added to your child's record on our school database for identification and safeguarding purposes and to enable us to comply with our legal obligations.

Signature:**Date:**