

St Mary & St Margaret's CE Primary School



Agreements & Permissions

Child's name

*'Growing together as children of God: achieving, caring, loving
learning & developing personally'*

St Mary & St Margaret's

Our Values

Be the best I can be in.....
Growing as a child of God.

Be the best I can be by.....
Loving learning.

Be the best I can be through.....
Caring.

Be the best I can be in.....
Achieving.

Be the best I can be through.....
Personal Development.

Growing and learning as a child of God

These values were collected from the opinions of children, staff, governors and parents of this school. They are considered to be the most important to all of us as members of a wide and diverse community within which we all have a role. Through them we can deliver the best outcomes so that here at St Mary & St Margaret's, every child truly matters.

Dear Parent / Carer

Please read the following agreements / permissions carefully and sign where indicated.

This booklet will be filed with your child's records and will be valid for the duration of your child's time at this school.

If at any time you wish to withdraw your consent or amend the permissions please inform the school office in writing.

Thank you.

HOME – SCHOOL AGREEMENT

THE PARENTS / CARERS

I / We will:

- See that my child goes to school regularly, on time (8.50am) and contact the school if my child is absent before 9.15am.
- Ensure my child follows school uniform policy.
- Let the school know about any concerns or problems that might affect my child's work or behaviour.
- Inform the school office immediately of any changes to emergency contact details or medical information concerning my child (e.g. allergies)
- Support the school's ethos, values, policies and guidelines for behaviour
- Support my child in homework and other opportunities for home learning including daily reading
- Attend Parents' Evenings and discussions about my child's progress
- Permit use of photographs that include my child on the school photographer's website, on the school website, on the school Twitter feed and in other school related publications (see pages 6 and 7 to give your consent).

THE SCHOOL WILL

- Contact parents / carers if there is a problem with attendance or punctuality
- Let parents / carers know about any significant concerns or problems that affect their child's work or behaviour
- Provide a broad and balanced curriculum, meeting the needs of all children
- Monitor any activities set to be completed at home e.g. spellings, reading, projects etc.
- Send home an annual school report
- Arrange Parents' Evenings during which progress will be discussed
- Keep parents / carers informed about school activities through newsletters, via the school website, via Twitter and through letters home.

TOGETHER, PARENTS / CARERS AND SCHOOL WILL

- Promote and uphold the School Values and encourage children to be the best they can be
- Encourage the child / children to do their best at all times
- Support their learning to help them to fulfil their potential
- Encourage the child / children to keep the school rules

Signed: Parent / Carer

Date:

I give consent for my child to take part in the following (please delete any activities that you do not give consent for)

- Sports and athletics events during the school day (both on and off-site)
- Walks and fieldwork in the local area including visits to church, library, shops and other local schools
- Visits to places of interest in connection with curriculum topics (both in the local and wider area) taking place during the normal school day
- School shows, festivals and concerts
- Travelling in staff member's car (appropriate car seat, DBS and insurance assured)
- Travelling in parent's car (appropriate car seat, DBS and insurance assured)
- Swimming lessons (if applicable)
- Cooking and food tasting activities. I will ensure the school office is advised of any known allergies.
- I consent to my child's first name being displayed in school on their work.
- Please see the following page regarding our use of photographs and videos.

Signed:Parent/Carer

Date:

Occasionally, we take photographs of the children at our school. These images may be used in our school guide, in other printed publications that we produce, on our school website, on Twitter, or on project display boards in school. We may also make video or web-cam recordings of classwork, concerts, or productions.

It is important we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use below before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to school as soon as possible; we will not use a photograph or video of your child without consent.

Conditions of Use:

- This form is valid **for the time that your child attends St Mary & St Margaret's CE Primary School**. Your consent will automatically expire after this time.
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
- If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption, nor will we include any other personal information
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
- We will only use photographs and videos of pupils who are suitably dressed.
- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Description of the Photographs or Images	Please tick	
<p>May we use your child's photograph and/or first name on display boards within the school building?</p> <p>Please note: Displays are generally viewed by staff, pupils, parents, guardians and other visitors to the school.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?</p> <p>Please note: Printed publications are available to anyone.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>May we put your child's photograph, video and/or name on the school's website?</p> <p>Please note: this may include your child's voice as well as their image. Websites can be viewed throughout the world, not just the United Kingdom where UK law applies.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>May we record your child on video for performances, internal school events, external school events, curriculum work and trips?</p> <p>Please note: this may include your child's voice as well as their image.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>May we put your child's photograph or video on the school's Twitter pages and You Tube channel?</p> <p>Please note: this may include your child's voice as well as their image. Websites can be viewed throughout the world, not just the United Kingdom where UK law applies.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

Name of Child _____

Name of
Parent/Carer _____

Signed
(Parent/Carer) _____ Dated _____

INTERNET USE

The school uses its computers, laptops, netbooks and i-pads and the internet connection for learning. During the school day teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they engage with information sources such as TV, telephones, movies, radio and other potentially offensive media.

Please see <http://ceop.police.uk> for further guidance.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

I grant permission for my child to use electronic mail and the internet. I understand that my child will be held accountable for his/her own actions. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

Signed: Parent / Carer

Date:

St Mary & St Margaret's CE (Voluntary Aided) Primary School & Nursery

Policy Statement

During your child's time with us, we will gather and use information relating to you. The information that we hold in relation to individuals is known as **personal data**. This includes information that we receive directly from you and data that we receive from other people and organisations.

What we need and why we need it

We collect, use and store personal information about our pupils and their parents/carers; this information helps us to:

- support our pupils' teaching and learning;
- follow and report on our pupils' progress;
- provide the right care and support for our pupils;
- understand how well our school is doing as a whole; and
- fulfil our duties under certain legislation and regulations including (but not limited to) The Children Act 1989 and the Education Act 1996

The information that we collect, use and store includes names and contact details, pupil place and date of birth, assessment marks and results, attendance records, any exclusion information, Special Educational Needs information (if relevant), disability information (if relevant), gender, ethnic group, religion, any relevant medical information, photographs and your relationship to your child including any Court Orders that may be in place.

For a more comprehensive list of the information held by schools, please see the Department for Education (DfE) Common Basic Data Set, here:

<https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

Information we receive

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure they are aware that their information has been passed to the school.

We will also receive the above types of personal information, where relevant, from your child's previous school or nursery and may also receive information from the Local Authority (LA) and the DfE.

We may also receive personal information from other sources including other professionals or bodies including a court, which might raise concerns in relation to your child.

Who we share it with

Effective and relevant information sharing between parents, schools, LAs and the DfE is necessary to ensuring that all children are safe and receiving suitable education.

1. Local Authority (LA) and Department for Education (DfE)

We are required, by law, to pass certain information about our pupils to the LA, and the DfE. Where relevant this may include reporting safeguarding concerns to Social Services at the LA or to request education support services.

The 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 law. Decisions on whether the 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. 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) the DfE have provided pupil level data to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

2. Attendance and Welfare Support

We have contracted **Central School and Attendance Welfare Service (CSAWs)** to provide Attendance and Welfare Support services. If we have any attendance concerns we will pass personal information including your child's name, date of birth, address, attendance data, parent's full name and home address including telephone number to this team. More information about how CSAWs uses and stores personal information can be found in their privacy notice which will be provided upon request.

3. Other Contractors

We may routinely share information with contractors such as payment processing providers to enable you to make payments to school. Details of these providers will be made available to you upon request.

4. Schools

We will also pass information about Pupils to their next school in order that the Educational Record is maintained for a Pupil's entire school life.

5. NHS

We sometimes need to share personal information with NHS teams, such as the School Nurse team who promote health and emotional wellbeing in schools and provide services such as health assessments and immunization programs. For more information please contact the school's Data Protection Officer.

How long we keep it

The information that we collect, use and store about pupils and their parents/carers is retained either until it is updated/superseded or until the pupil leaves. If we are the pupil's last known school we will retain the information until the pupil is at least 25 years old; this ties in with the Limitation Act 1980.

Your rights

Data Protection law allows an individual to ask the school for copies of the information we hold about them or their children, subject to a number of exceptions. If you would like more information about this please contact:

Data Protection Officer
St Mary & St Margaret's CE Primary School
Southfield Avenue, Castle Bromwich
Birmingham, B36 9AX

If at any point you believe that the information we hold is inaccurate or you have concerns about our use of it please let us know.

Consent

We have collected consent to process information such as photographs taken in school please note, you have a right to withdraw consent at any time and can contact the school to do this.

Contact

For more information on the content of this Notice, how St Mary & St Margaret's School complies with Data Protection law, or if you wish to raise a complaint on how we have handled personal information please contact our Data Protection Officer who will respond or investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with Data Protection law you can complain to the Information Commissioner's Office (ICO).

For more information about how the LA stores and uses the information we pass to them, please contact Education Information Management Services

Tel: 0121 704 8313

Email: eims@solihull.gov.uk

For more information about how the DfE stores and uses information about pupils, you can visit the following website or contact them at the details below:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Tel: 0370 000 2288

Contact form: <https://www.gov.uk/contact-dfe>