

Data Collection Sheet

Surname:	Legal Surname:
Forename:	Middle name(s):
Preferred name:	Gender:
Date of Birth:	Ethnicity:
Address:	Religion:
Post Code:	1st Language/ Language spoken at home:
Telephone:	Email:

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. You may add more to the back of this page if you wish.
Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
1		Tel: Mobile:	Tel: Email:
2		Tel: Mobile:	Tel: Email:
3		Tel: Mobile:	Tel: Email:

Travel Arrangements

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

<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Train	<input type="checkbox"/>	Car/Van	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Bus	<input type="checkbox"/>	Other
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Does your child know of or have someone to travel with in the first few weeks of term? Please name them.

Route to be taken:

Dietary Needs /Preferences

Meal Arrangement	Type of meal	Mon	Tue	Wed	Thu	Fri
	School Meal					
	Packed Lunch					

Medical Practice:

Address:

Telephone Number:

Medical Condition(s)/ Note(s)

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. 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.

Signature:

Date:

Photography and Video Permission

Occasionally, we may take photographs of the student. These images may be used in our school prospectus or in other printed publications, social media as well as on our website. We may also take pictures, make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Students will often appear in these images, which may appear in newspapers, or on televised programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.	
Name of Pupil (Block Capitals)	
Name of Parent/Guardian	
I understand that images may be taken of my child as follows: <ul style="list-style-type: none">• By the local media in covering school activities that show the school and pupils in a positive light. (e.g. Drama and musical performances, sports, prize-giving etc.)• By staff and photographers acting on behalf of the school for use in displays and publicity material.	
Having read the statement above, do you give your consent for photographs or other images to be taken and used? (please tick the appropriate box)	YES , I give my consent for pictures to be taken and used.
	NO , I do not give my consent for pictures to be taken and used.
Signature of Parent/Guardian	
Date	