

DATA COLLECTION FORM



Name

For Admin Use Only

Date of admission

Year Group

Class

UPN

DATA COLLECTION FORM

BROWNLOW FOLD SCHOOL

Child's Personal Information:

Legal Surname: Legal Forename:

Middle Name(s):

Preferred Surname:..... Preferred Forename.....

Male: ☐ Female: ☐ Date of Birth:

Child's Home Address:

Address:

.....

Post Code:

Main email Address

.....

Home telephone number/s

.....

Do you have any other children at Brownlow Fold School? If so, please provide details below:

Name:..... Date of Birth:

Name: Date of Birth:

Name: Date of Birth:

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Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Please place them in the order that you wish them to be contacted.

Contact Priority 1

Surname: Forename: Mr/Mrs/Miss:

Male: ☐ Female: ☐

Relationship to child Parental responsibility **Yes/No**

Place of Work:

Home Address:

Postcode:

Telephone Numbers:

Home..... Mobile

Work.....

Email address.....

Notes/Information:

Contact Priority 2

Surname: Forename: Mr/Mrs/Miss:

Male: ☐ Female: ☐

Relationship to child..... Parental responsibility **Yes/No**

Place of Work:

Home Address:

Postcode:

Telephone Numbers:

Home..... Mobile

Work.....

Email address.....

Notes/Information:

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Contact Priority 3

Surname: Forename: Mr/Mrs/Miss:

Male: ☐ Female: ☐

Relationship to child..... Parental responsibility **Yes/No**

Place of Work:

Home Address:

Postcode:

Telephone Numbers:

Home..... Mobile

Work.....

Email address.....

Notes/Information:

Contact Priority 4

Surname: Forename: Mr/Mrs/Miss:

Male: ☐ Female: ☐

Relationship to child..... Parental responsibility **Yes/No**

Place of Work:

Home Address:

Postcode:

Telephone Numbers:

Home..... Mobile

Work.....

Email address.....

Notes/Information:

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MEAL ARRANGEMENTS	PLEASE TICK HERE
Universal Free School Meal Your child will currently be entitled to a Universal Free school Meal if they are in EYFS or KS1 (Reception - Year 2)	
Paid School Meal	
Packed Lunch	
Free School Meal. If your child is receiving certain benefits you may be entitled to free school meals. Please contact school if you are unsure about this.	

DIETARY NEEDS Please note we do offer Halal Food	Please state YES or NO	Is this an allergy? Please note that school meal service may require further forms to be completed if your child has an allergy/intolerance
Eats Gluten		
Eats Beef		
Eats Milk Products		
Eats Egg		
Eats Fish		
Eats Nuts		
Eats Pork		
Strict Vegetarian		
Eats Gelatine		
Eats Halal		
Other Please provide details		

Is your child currently under any of these additional services?	YES/NO
Occupational therapy	
Physiotherapy	
Speech and Language therapy	
Dietitian	
Education Psychology	
CAMHS (child and adult mental health service)	
Paediatrician	
OTHER. Please state	

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MEDICAL INFORMATION

Medical Practice

Doctor

Address:.....

.....

Telephone No:

Medical condition/s or additional needs. Please tell us about anything which may affect your child in school and could be a barrier to learning e.g allergies or any medical needs (such as asthma) not already included on this form. Please advise the school office staff if there are any changes to these in the future.

.....

.....

.....

Known Allergies	YES/NO
Allergy to plasters	
Pet allergy	
Any other allergy or concern.	

In the event of a medical emergency we need parental permission to administer medical attention. Please sign below if you agree that your child can receive medical attention in an emergency.

Signed

Print Name.....

Date.....

Relationship to child

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DATA COLLECTION FORM

Data Protection Act 1998, replaced by General Data Protection Regulations from 25th May 2018.

The school is registered under the GDPR 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.

Please tick below to identify your child's Ethnic Origin.

Ethnic Origin	
Black African	
Black Caribbean	
Chinese	
Indian	
Pakistani	
White British	
White Irish	
White and Asian	
White and Black African	
White and Black Caribbean	
Other Black background	
Other mixed background	
Other White background	
Other Asian	
Other (Please state)	

Is English an Additional Language?	Yes/No
If YES what is their first Language?	
What Language does your child speak at home?	
What is your child's religion?	

How does your child usually travel to school?	
Car	
Bicycle	
Public Transport	
Taxi	
Walk	

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Previous Playgroup/Nursery/School Attended

Name..... Tel. number.....

Address.....

.....

If your child has been known by a previous legal surname please give details below:

Previous Surname: Date of change.....

Reason for change Is there a deed poll YES/NO
(If yes please provide a copy)

Adoption Information:

You do not have to answer the following question if you do not wish to, however the school can receive extra funding for any child who has been adopted which will be used toward supporting your child's education. Any information would, of course, be treated with complete confidentiality and if you would prefer to speak with the head teacher personally regarding such circumstances, that would be fine

Was your child formally a 'looked after child' and adopted or did he/she leave care under a Special Guardianship Order? **Yes** ☐ **No** ☐

If the answer to the above question is 'Yes' then we would ask you to provide supporting evidence, for example, show the original Adoption (Court) Order.

Any other information you wish to provide not already covered on this form.

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DATA COLLECTION FORM

Parental/Guardian Consent – Pupil Personal Data

During a pupil's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the school website.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at Brownlow Fold Primary School. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

PHOTOGRAPHS AND VIDEOS

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- Ensure all pupils are dressed appropriately
- All photographs and video to be stored securely on site at all times and not to be taken off the premises
- Designated staff only to upload any photographs or videos to the website, newsletter, or online learning platforms.

Brownlow Fold Primary School may provide photographs and videos to the media, or upload videos to the online learning platforms. Microsoft Teams is a closed learning platform, accessible only to people with the right login details. The School may be visited by the media, who will take videos and photographs. When these have been submitted to or taken by the media, Brownlow Fold Primary School has no control over these.

CELEBRATING CHILD'S ACHIEVEMENTS AND REPORTING ON EVENTS

As a School we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the School and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	Yes	No
In order to celebrate my child's achievements I am happy for the School to use: • Photographs of my child • Videos of my child		
The following information may be used with the above: • Name • Class • Year Group AS REQUIRED BY THE SCHOOL		

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I am happy for the following information to be used but only without photographs or videos of my child: • Name • Class • Year Group AS REQUIRED BY THE SCHOOL		
I am happy for the information selected above to be used: • On internal screens which may also be viewed by visitors to the school site and on internal notice boards • On the school newsletter • On the School website • On the School social media sites • On the School online learning platforms • In local news media – newspapers, websites and television • In national news media – newspapers, websites and television		

PROMOTING THE SCHOOL

We want to be able to promote the School to attract new pupils, and to show the quality of the School. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus, newsletter and website.

	Yes	No
I am happy for the information selected below to be used for the purpose of promoting the School: • Photographs of my child • Videos of my child		
The following information may be used with the above: • Name • Class • Year Group AS REQUIRED BY THE SCHOOL		
I am happy for the following information to be used but only without photographs or videos of my child: • Name • Class • Year Group AS REQUIRED BY THE SCHOOL		
I am happy for the information selected above to be used: • On the School website • On the School online learning platforms • In the School prospectus • In the School Newsletter		

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	Yes	No
I am happy for my child's artwork to be used • In School, and on internal screens which may also be viewed by visitors to the school site and on internal notice boards • On the School website, • On the School online learning platforms • In the School prospectus • In the School Newsletter • On the School social media sites • In local news media – newspapers, websites and television • In national news media – newspapers, websites and television		

INTERNET ACCESS

Internet access is available in school and is used, under supervision, with strict guidelines. There are filters in place through Bolton Council. You and your child will be required to sign a full internet use agreement prior to having access.

	Yes	No
• I am happy for my child to have access to the Internet in school.		

SEX & RELATIONSHIPS EDUCATION

Sex & Relationships Education will take place during Year Six and will be dealt with in an appropriate, professional and sensitive manner.

	Yes	No
• I am happy for my child to be included in discussions relating to Sex & Relations Education in Year 6		

SCHOOL TRIPS

School trips/visits will take place throughout your child's time at Brownlow Fold School. These will be Education based. We will notify you whenever a trip is due to take place. Permission will be sought before a trip takes place and your child (for safeguarding reasons) will not be able to take part in the trip without your agreement.

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DATA COLLECTION FORM

	Yes	No
I am happy for my child to take part in school trips during their time at Brownlow Fold School. I understand that I will be notified of the details and timing of the trips.		

PUPIL DATA

We use pupil data:

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

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 meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)

Who we share the information with

- Other schools or educational institutions you may attend or attend after leaving us
- Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education [and/ or ESFA] as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- School Nurse / NHS and other health professionals working with specific pupils
- Emergency contact numbers are accessed by 'Teachers 2 Parent' texting service.
- Pupil names are shared with 'Tempest Photography' for identification purposes having their school photo taken and with 'Inventory' for signing in and out of school
- Child protection and safeguarding officials
- Curriculum software packages, including 'Purple Mash'
- Our Online learning platforms, including 'Seesaw' and 'Microsoft Teams'.
- Assessment tracking software, 'Tapestry' and 'Educator'
- Pupil's names only for Out of School Club Providers
- NHS Test and Trace – Covid-19 Tracing

I have read and understood the above and I consent to school collecting, storing and sharing my child's details and contact information, for the above purposes. Yes ☐ No ☐

Please refer to the General Data Protection Regulation Privacy Notice (GDPR) available on the school website, for full details.

WITHDRAWAL OF CONSENT

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

Brownlow Fold Primary School

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DATA COLLECTION FORM

Darley Street
Bolton
BL1 3DX
office@brownlow-fold.bolton.sch.uk

or alternatively contact our Data Protection Officer;

Lyndsey Vaughton
Data Protection Officer
Global Policing Limited
For Brownlow Fold Primary School
data@globalpolicing.co.uk
Tel: 0161 212 1680

This consent will otherwise continue until your child leaves the School or your child reaches the age of 12 years old at which point the School will seek consent directly from your child in relation to the above matters.

Signed:

Name:

Date:

Child's Name:

Date of Birth:

Class:

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