

The background of the page features a large, faint crest of St. Peter's RC Primary School. The crest is shield-shaped with a blue border. Inside, there is a red cross, a red ship on the right, and a red map of the British Isles on the left. The text 'ST. PETERS' is at the top, 'IN JOY AND HOPE' is written diagonally across the center, and '1883' is at the bottom.

Admission Booklet

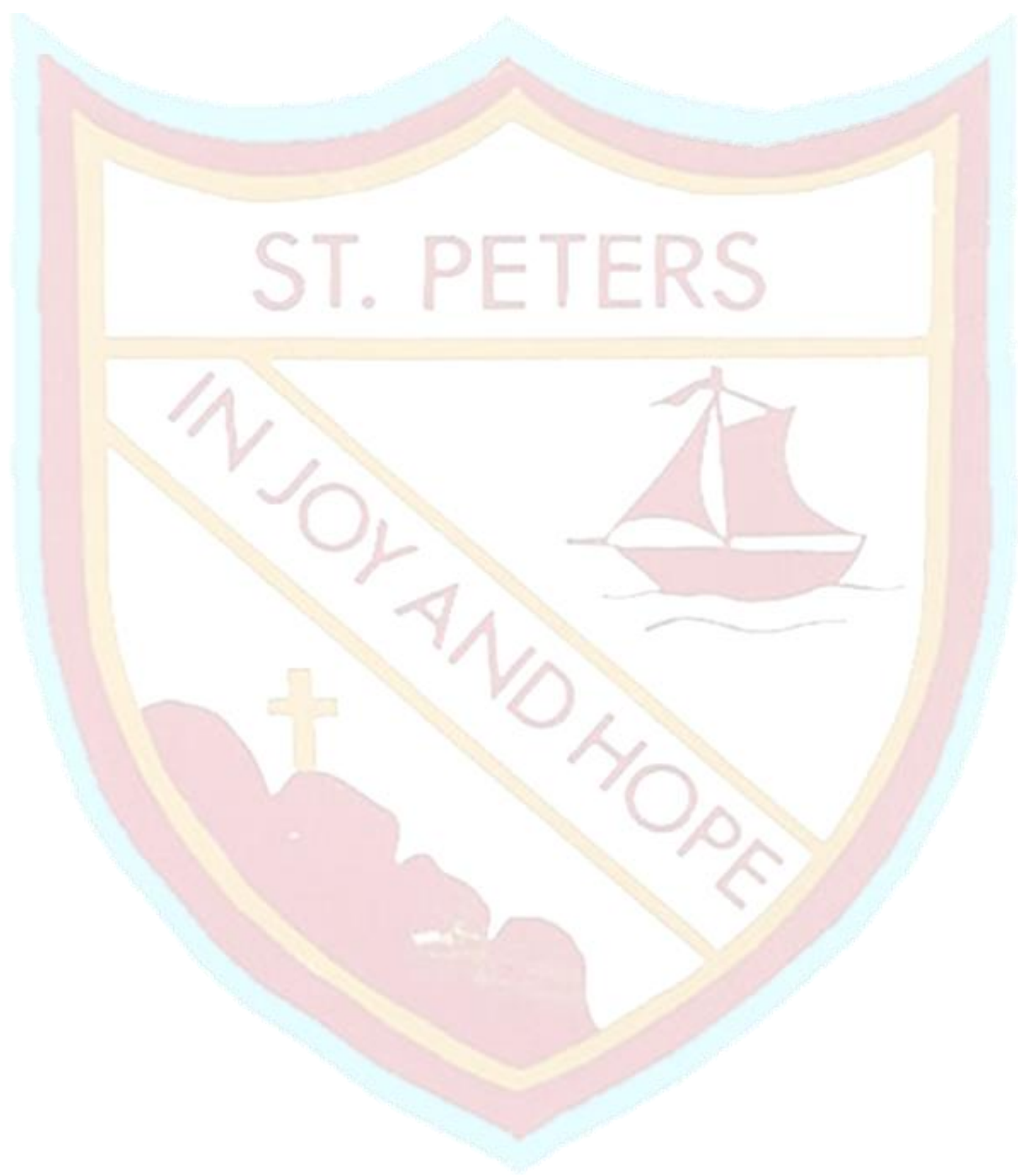
St Peter's RC Primary School

Please complete and return.

If any of the information given changes please contact school at your earliest convenience so we can update our records.

Name of Child: _____

Date: _____



ST PETER'S CATHOLIC PRIMARY

ADMISSION FORM

Surname: _____

Forename(s): _____

Ethnicity: _____ Home Language: _____ Gender : M F

Country Born in: _____ Nationality: _____

Date of Birth: _____ Full Birth Cert. Checked: YES/NO

Child's Home Address: _____

Postcode: _____

Mother's Name: _____ Parental Responsibility: YES/NO

Mother's Date of Birth _____ Job Role: _____

Mother's Address (if different to child): _____

Postcode: _____ Mother's NI number _____

Mother's Contact No.: _____

Mother's Email: _____

Father's Name: _____ Parental Responsibility: YES/NO

Father's Date of Birth: _____ Job Role: _____

Father's Address (if different to child): _____

Postcode: _____ Father's NI number _____

Father's Contact No.: _____

Father's Email: _____

Emergency Contact Name: _____

Emergency Contact Address: _____

Postcode: _____

Emergency Contact No: _____

Child's Previous School: _____

Religion: _____ Withdrawn from R.E.: YES/NO

First Language: _____ Home Language: _____

Medical Conditions: _____

Allergies: _____

Family Doctor's Name: _____

Family Doctor's Address: _____

Family Doctor's Tel No: _____

Any Other Information: _____

Adults who can pick up my child/ relationship to child:

Are you in receipt of any benefits listed below: YES/NO

<ul style="list-style-type: none">Income Support	<ul style="list-style-type: none">Universal Credit
Income based Jobseekers Allowance	<ul style="list-style-type: none">Working Tax Credit run-on
<ul style="list-style-type: none">Income-related Employment and Support Allowance	<ul style="list-style-type: none">The guarantee element of State Pension Credit
<ul style="list-style-type: none">Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999	<ul style="list-style-type: none">Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,19

Signature of Parent/Guardian: _____

SCHOOL PERMISSION FORM

To help support the delivery of our curriculum, we ask families to give permission for their children to participate in various school activities. Each section needs to be signed and explains why permission is being sought and what the school's responsibilities are.

1. Permission for your child to travel on coaches and buses as part of school trips relating to the curriculum.		
Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none"> Occasionally we use transport to take our children to visit museums, art galleries and other places of local interest as part of their curriculum. 	<ul style="list-style-type: none"> To ensure that a full risk assessment is undertaken. To support children at all times. To ensure that all cars, buses and coaches are fitted with seatbelts. To have children back at school during school hours. 	
I give permission to my child to participate in supervised visits using approved coach or bus travel.	YES	NO
	Signature	Name
2. Permission to walk children in the local area for supervised visits and trips.		
Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none"> To help support the delivery of our curriculum we visit local places of interest including our church, the library, City Learning Centres, the beach etc. 	<ul style="list-style-type: none"> To ensure that a full risk assessment is undertaken of the route that we are walking including our crossing points. To supervise children at all times. To have at least one adult for every six children in Key Stage One Foundation Stage. To have at least one adult for every ten children in Key Stage 2 <p>If it is dark we make sure that our children are wearing visible jackets.</p>	
I give permission to my child to participate in supervised visits using to the local neighbourhood.	YES	NO
	Signature	Name

3. Permission for your child to be filmed or photographed in school.		
Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none"> We use photographs and video throughout the curriculum. Children maybe use it to film their play performances or take photographs for art idea etc. We also use photographs to celebrate achievements in school. So that pictures and film clips may be published in our parish magazine and school newsletter. So that parents and children can film <u>authorised</u> events (nativity plays, assemblies etc.). 	<ul style="list-style-type: none"> To ensure that all photographs/videos are appropriate and related to educational purposes. To ensure that all photographs and videos are stored securely subject to school rules. To ensure that children's names are not printed next to photographs. To ensure that all parents and carers are fully aware that photographs and videos taken at <u>authorised</u> events cannot be published on internet sites including Facebook and other social networking sites. 	
I give permission to my child to be photographed or recorded as part of school activities.	YES	NO
	Signature	Name
I understand that any photographs or recordings that I take at authorised school events cannot be posted or shared on internet sites.	YES	NO
	Signature	Name
4. I give permission for my child to participate in food tasting activities.		
Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none"> Food tasting and making is part of the National Curriculum. It is used in Design and Technology and to promote experiences of other cultures and countries. We want children to participate in these sessions and enjoy the experience with their classmates. 	<ul style="list-style-type: none"> To ensure that we check all children's dietary needs and requirements. To ensure that we prepare and store all food correctly. To encourage children to participate but never to force them, to eat. 	
I give permission to my child to participate in food tasting activities.	YES	NO
	Signature	Name

HOME SCHOOL AGREEMENT

School will:

- Encourage children to do their best at all times
- Encourage children to take care of their surroundings and others around them.
- Inform parents of the children's progress at regular meetings.
- Make information available to parents about what is being taught to their child each term.

Teacher's Signature

Family will:

- Make sure your child arrives at school on time – to be on the playground or in the school building by 8:55.
- Make sure your child attends regularly and that the Attendance Policy is followed.
- Attend Parent's evenings.
- Follow the Health, Safety and Hygiene code of Practice.
- Ensure your child wears the correct uniform.

Parent/Carers Signature

Children will:

- Be Respectful
- Be Responsible
- Be Resilient
- Be Ready to Learn

Child's Signature

eSafety Rules

All students use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum.

Both students and their parents/carers are asked to sign to show that the eSafety Rules have been understood and agreed. Our children's e-safety rules are attached at the end of this booklet.

Parent's consent for WEB Publication of Work and Photographs

I agree that my child's work may be electronically published on the school eschool, website or Facebook.

I agree that appropriate images and video that include my child may be published subject to the school rule that photographs will not be accompanied by pupil's names.

Parent's consent for Internet Access

I have read and understood the school eSafety rules and give permission for my child to access the internet.

I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of internet facilities.

YES

NO

Parents Signature

USE OF PHOTOGRAPHS IN LOCAL PRESS

I give permission for my child's image to be used in local press, websites and media.

YES

NO

Signature of Parent/Carer

ALLERGIES

During the course of the school year the children will taste different types of food/ingredients. We require your permission to allow your child to participate in these activities.

If your child has any allergies/intolerances or if your child is vegetarian or has any other special dietary requirements could you please complete below.

Vegetarian/Vegan etc.		
Allergies/Intolerances		
Medication Required		
I give permission to class food tasting lessons.		Parent/Carers Signature
YES	NO	

APPLICATION OF SUNCREAM

I give permission for a member of St Peter's Catholic Primary School Staff to supervise my child when applying sun cream in hot and sunny weather.	YES	NO
	Signature of Parent/Carer	

PRIVACY NOTICE

I have read and understood St Peter's Catholic Primary School's privacy notice (attached in pack)	YES	NO
	Signature of Parent/Carer	

USE OF EMERGENCY INHALER

I agree that my child is able to use the emergency inhaler held in school if needed.	YES	NO
	Signature of Parent/Carer	

SCHOOL HOMETIME PROCEDURES

Anyone collecting your child from school must be over 16 years of age.

If anyone who is not named below is collecting your child please inform the class teacher or telephone the school office on the day.

My child is a junior and can walk home on their own. (Please tick)

Please list all adults that can pick up your child

-
-
-
-
-
-
-

Signature of Parent/Carer

St Peter's Catholic Primary School

Privacy Notice (How we use pupil information)

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)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special educational needs information
- Exclusions/behavioural information

Why we collect and use this information

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 services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under

- Article 6 and Article 9 of General Data Protection Regulation
- Data collection Census purposes - Education Act 1996. This information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory and the school has a legal basis to collect it, some pupil information is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), the school will inform you whether you are required to provide certain pupil information or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data is being used.

Retaining and Disposing of pupil data

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. We retain and dispose of records in accordance with our records retention and destruction policy.

Who we share pupil information with

We are required to share pupils' data with the DfE on a statutory basis. We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE) (Statutory)
- School Nurse, NHS.

- The National Pupil Database (NPD)

Why we share pupil information

We do not share information about our pupils with anyone without consent, unless there is a legal basis to do. Examples of legal basis for sharing information is given below.

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 our local authority (LA) and the Department for Education (DfE) under section 3 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>.

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 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.

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 the school holds. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Sarah Parry Headteacher and or Mrs Claire Smith Business Manager. The Data Protection Officer for St Peter's Catholic Primary School is Jane Corrin and she can be contacted via the school office on 0151 677 8438.

Individual's Rights

GDPR gives individuals the following rights:-

The right to be informed - Individuals have the right to be informed about the collection and use of their personal data.

The right of access - Individuals will have the right to obtain:

confirmation that their data is being processed;
access to their personal data; and
other supplementary information

The right to rectification - Individuals have the right to have inaccurate personal data rectified.

The right to erasure - individuals can request to have personal data erased, also known as the right to be forgotten'. Individuals can make a request for erasure verbally or in writing and we have a month to respond. The right is **not absolute** and only applies in certain circumstances.

The right to restrict processing - Individuals have the right to request the restriction or suppression of their personal data. This is **not an absolute** right and only applies in certain circumstances

The right to data portability - Individuals can obtain and reuse their personal data for their own purposes across different services. This right only applies to information an individual has provided to a controller.

The right to object – to processing including direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics

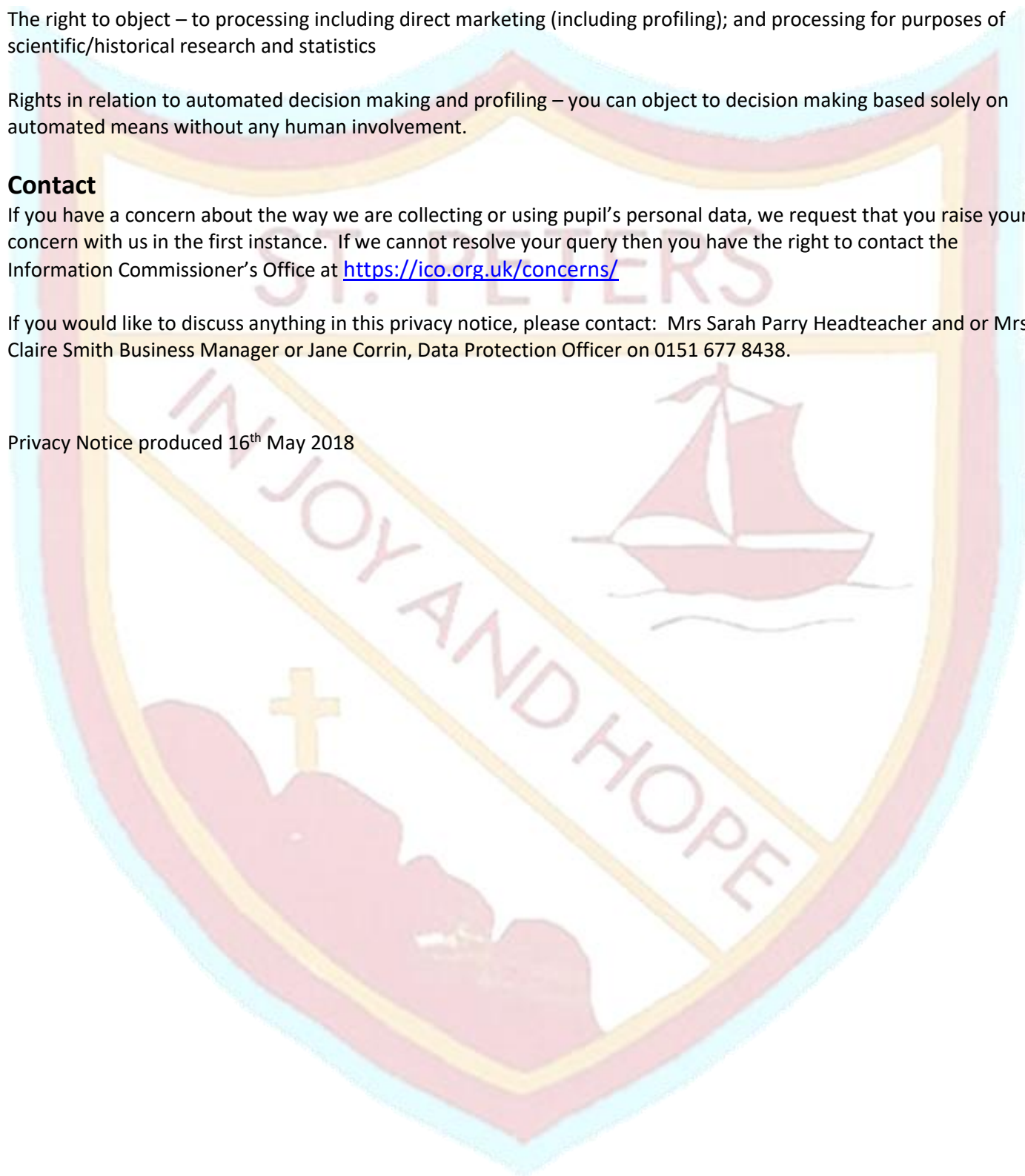
Rights in relation to automated decision making and profiling – you can object to decision making based solely on automated means without any human involvement.

Contact

If you have a concern about the way we are collecting or using pupil's personal data, we request that you raise your concern with us in the first instance. If we cannot resolve your query then you have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Mrs Sarah Parry Headteacher and or Mrs Claire Smith Business Manager or Jane Corrin, Data Protection Officer on 0151 677 8438.

Privacy Notice produced 16th May 2018



Key Stage 1 e-safety rules

I will only use the internet and email with an adult

I will only click on icons and links when I know they are safe

I will only send friendly and polite messages

If I see something I don't like on the screen, I will always tell an adult

Key Stage 2 e-safety rules

The school owns the computer network and can set rules for its use

It is a criminal offense to use a computer or network for a purpose not permitted by the school

Irresponsible use may result in the loss of network or internet access

Network access must be made via the users authorised account and password, which must not be given to any other person

All network and internet must be appropriate to education

Only use sites approved by a member of staff

Copyright and intellectual property rights must be respected

Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers

Anonymous messages and chain letters are not permitted

Users must take care not to reveal personal information through email, personal publishing, blogs or messaging

The school ICT system may not be used for private purposes, unless the head teacher has given specific permission

Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted