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KING HENRY VIII SCHOOL

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CONFIDENTIAL

STUDENT DATA COLLECTION FORM

Student Name:

Executive Headteacher/Prifathrawes: Mrs E Lewis BA (Hons) MA Ed

Old Hereford Road
Abergavenny
NP7 6EP

Tel: 01873 735373

Email: info@KHS.schoolsdu.org.uk

Website: www.kinghenryviiiischool.org.uk

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. The school is fully GDPR compliant.

Welcome to King Henry VIII School



Welcome to the school and the beginning of a partnership aimed at achieving success for your child.

At King Henry VIII we provide a great variety of opportunities: academic, social and cultural in order to challenge our young people to succeed. We also believe that effective partnership between the school and parents should underpin all that we do.

We are committed that every student should get the best possible opportunities and education allowing them to succeed and flourish. Learning is at the heart of all we do. Through high quality teaching we ensure every student's talents and abilities are catered for allowing them to excel academically but also develop skills that allow them to become more independent in their learning and prepare them for life beyond school.

Our school vision, which was co-constructed with all members of our school community, is:-

“King Henry VIII School Community will work together to create an inclusive, safe and happy learning environment in which all are challenged and supported to achieve their potential. Everyone is committed to learning today for a fulfilling life tomorrow.”

School days must be a period of enrichment and enjoyment. Students are encouraged to enjoy and participate in a healthy balance of extra-curricular activities. The school offers many activities in:-

- Performing Arts (there are orchestras, choirs, bands and Drama clubs);
- Sport (there is a vast array of mainstream and contemporary sport clubs);
- Departmental enrichment opportunities (departments encourage participation in subject related trips, clubs and lunchtime activities);
- External competitions (including Rotary Public Speaking and other local and national competitions);
- Charity work (students are encouraged to be responsible citizens and to contribute actively to the life of their community).

I look forward to meeting you regularly at school events and parents' meetings. Please remember that there will always be a warm welcome for you to visit the school and we look forward to getting to know you and your child during the next five to seven years.

Yours faithfully,

E Lewis

Executive Headteacher

This Data Collection Form needs to be completed and returned by post to King Henry VIII School, Old Hereford Road, Abergavenny, NP7 6EP or by email to info@khs.schoolsedu.org.uk.

Please ensure that the school is kept informed in the future of any changes to the information given in this form.

BASIC DETAILS

Legal Surname	
Preferred Surname	
Legal Forename(s)	
Preferred Forename(s)	
Date of Birth	
Current School	
Gender	
Is your child eligible for Free School Meals currently?	
Does your child care for you or any other member of your family? Is your child a Young Carer?	
Address	
Postcode	
Home Telephone Number	
Names of any siblings already attending this school	
Are you or your partner in active military service or are either of you a veteran?	

IMPORTANT – Correspondence Email Address

E-mail and SMS messaging system enables important school information to be communicated to parents swiftly and securely. Please confirm the preferred e-mail address to which messages can be sent

Email Address	
Mobile Phone Number	

PARENT/CARER INFORMATION

Relationship to student:	Relationship to student:
Title:	Title:
Surname:	Surname:
Forename:	Forename:
Home Address:	Home Address:
Postcode:	Postcode:
Home telephone no:	Home telephone no:
Mobile no:	Mobile no:
Work no:	Work no:
Place of work:	Place of work:
Email address:	Email address:

Please specify which parent/carer above should be contacted first in the case of an emergency:

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If the above parent/carer is not available, please provide two other persons who could be contacted in the case of an emergency:-

EMERGENCY CONTACT 1	EMERGENCY CONTACT 2
Relationship to student:	Relationship to student:
Title:	Title:
Surname:	Surname:
Forename:	Forename:
Home Address:	Home Address:
Postcode:	Postcode:
Home telephone no:	Home telephone no:
Mobile no:	Mobile no:
Work no:	Work no:
Place of work:	Place of work:

MEDICAL INFORMATION

Medical Practice	
Dietary needs	
Medical conditions	
Any known allergies	

NATIONAL IDENTITY/RELIGION

NATIONAL IDENTITY		RELIGION	
Welsh		Buddhist	
English		Christian	
Scottish		Hindu	
Irish		Jewish	
British		Muslim	
Other: please state		No Religion	
		Roman Catholic	
		Sikh	

Ethnicity (i.e. Asian, White British etc.)	
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HOME LANGUAGE/WELSH

Home language	
Is the family Welsh speaking?	
Does the student speak Welsh at home?	

HOME SCHOOL AGREEMENT

Please read the information contained in the Home School Agreement relating to the School's Code of Conduct and then sign the agreement below.

I have read the information contained in the Home School Agreement and agree to abide by the School's Code of Conduct.

Signed (Parent/Carer)

INTERNET ACCESS

As part of the school's IT programme, we offer students supervised access to the Internet, the global network of computers. Before being allowed to use the Internet, all students must obtain parental permission and both you and your child must sign the **Acceptable Use Policy**. This clearly outlines the responsibility for each student to use ICT, the internet and mobile technology safely to underpin their learning.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

The school's Internet Service Provider is Shared Resource Service (SRS). SRS provide an internet filtering system, which they manage and maintain. This is updated on an on-going basis to provide maximum security.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, film, radio and other potentially offensive media.

As parent/carer of the named student, I grant permission for my child to use electronic mail and the internet. Although I accept that the school will do everything possible to prevent improper use, ultimately students will be held accountable for their own action.

Signed:

(Parent/Carer)

MOBILE PHONES

As a school prefer that mobile phones are left at home, however, we can understand in exceptional circumstances that they are a useful aid in terms of the safety and welfare of your child during the journey to and from school.

If you intend that your child brings a mobile phone for safety reasons, then the following conditions will apply:-

1. Only students with signed permission slips will be permitted to have a mobile phone in school.
2. **All mobile phones will be turned off and must be kept out of sight. They are not to be used in lessons or in the school building at any time during the school day.**
3. The school will not be responsible for any loss or theft of mobile phones.
4. The school will not investigate any loss or theft of mobile phones.
5. If a student does not adhere to any of the above conditions then the phone will be placed in a safe and secure place and students can collect at the end of the day. **Repeat confiscations will require parents/guardians to collect the phone from the school.**

I would like to remind you that in an emergency, students can contact home via Reception. Parents/Guardians wishing to contact their son/daughter must still do this via the school office (01873 735373) so that lessons are not disturbed.

As a parent/carer, I confirm and agree the conditions set out above.

Signed: (Parent/Carer)

PHOTOGRAPHS AND VIDEOS OF STUDENTS

Occasionally, we may take photographs of the students at our school. We may use these images in our prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recording for 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 local or national newspapers, or on televised news programmes.

Parents/guardians may also be invited to the school to various activities and events, such as award ceremonies, drama productions, etc, at which parents/guardians or other family members may wish to take photographs or video recordings.

To comply with the Data Protection Act of 1998, we need permission before we can photograph or make any recordings of your child for promotional purposes.

Conditions of Use:

- ◆ This form is valid for the period of time your child attends this school.
- ◆ We may re-use photographs or recordings after your child leaves this school.
- ◆ We will not use the personal details or names of any student in a photographic image, on video, on our website, in our prospectus or in any of your other printed publications
- ◆ We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in any other of our printed publications.
- ◆ If we use photographs of individual students, we will not use the name of that student in the accompanying text or photo caption.
- ◆ If we name a student in the text, we will not use a photograph of that student to accompany the article.
- ◆ We may use a group or class photographs or footage with very general labels, such as "a Science lesson, or making Christmas decorations".
- ◆ We will only use images of students who are suitable dressed, to reduce the risk of such images being used inappropriately.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

As a parent/carer, I confirm and agree the conditions set out above.

Signed: (Parent/Carer)

NOTIFICATION OF INTENTION TO PROCESS LEARNERS' BIOMETRIC INFORMATION

The school operates a cashless catering system in the dining hall. Students do not need to bring money to school to pay for their meals. The system is linked to the ParentPay online payment system. This provides each child with an individual account, which parents can top up online, from which they can pay for the meals they purchase.

In order to enable students to use the system, the school needs information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purpose of operating the cashless catering system. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system. If you wish your child to purchase food from the dining hall you will need to complete and return the biometric information consent form

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprints. The school would like to take and use information from your child's fingerprint for the purpose of providing your child with the ability to use the new cashless catering system.

This information will be used as part of an automated biometric recognition system, which will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template i.e. measurements taken from your child's fingerprint, is what will be used to permit your child to access services.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely and will not share this information with any third parties other than our Catering Supplier, who are providing the cashless system.

Providing your consent

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from parent must be in writing.

Even if you have consented, your child may object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. Please discuss this with your child.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements that allow him/her to access the cashless catering system.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

Further information and guidance can be found via the following link:

- ICO guide to data protection

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

CONSENT FORM FOR SCHOOLS/FEIs - USE OF BIOMETRIC DATA

Please sign and date the form below if, having read guidance provided to you by the school you consent to the school taking and using information from your child's fingerprint as part of an automated biometric recognition system. The information will be used by King Henry VIII School for the purpose of implementing a cashless catering system.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she leaves the school or ceases to use the system.

Name of Parent/Carer

Signature