



Horndon on the Hill Church of England Primary School

Executive Headteacher Mrs. L. Coates / Head of School Mrs. D. Bradley

Address Hillcrest Road, Horndon on the Hill, Essex. SS17 8LR Telephone 01375 673260

Email admin.hps@osborne.coop Website www.horndononthehill.org.uk

We are all part of God's family. Through trying our best in all that we do, we find a sense of belonging.
1 Corinthians 12:27 'All of you together are Christ's body and each of you is a part of it'.

HORNDON ON THE HILL CHURCH OF ENGLAND PRIMARY SCHOOL

NEW STARTER PACK



Horndon-on-the-Hill C. of E. Primary School is a proud partner in the Osborne Co-operative Academy Trust

Telephone 01375 648966 Email info@osborne.coop Website osborne.coop

Registered office St Clare's School, Butts Lane Stanford-le-Hope, Essex. SS17 0NW Registered at Companies House, Cardiff, Company Number 7703865

DATA COLLECTION SHEET

Please complete the information below
and return to the school office.

Surname:	Legal Surname:
Forename:	Middle name:
Chosen name:	Gender:
Date of Birth:	
Address:	
Post Code:	
Telephone:	
Email:	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency. Additional information can be added overleaf.

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

Dietary Needs Dietary Preferences
--

Medical Practice:
Address:
Telephone Number:

Medical Condition(s)

Medical Note(s)

Ethnicity :	Religion:
Home Language:	
<p>The Data collected, controlled and processed is in line with General Data Protection Regulations (GDPR) 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 Education Authority and with the Department of Education.</p>	
Signature:	Date:



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Horndon-on-the-Hill Church of England Primary School

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Dear Parents/Carers,

Following the changes in law to data protection, now GDPR 2016 (General Data Protection Regulations 2016), I am writing to you to seek permission for the School to use your child's photograph in school and third parties. Examples of how digital photography and video may be used include:

- Your child being photographed or videoed (by the classroom teacher, teaching assistant or another child) as part of a learning activity/school trip; e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school; e.g. in school wall displays and presentations to capture images around the school or in the local area as part of a project or lesson.
- To celebrate children's achievements.
- A photograph used by third parties e.g. school events organised by a third party (sports, Trailblazers etc), the school's website, Twitter and Facebook accounts and newspapers.

Please complete and return the permission slip.

Yours sincerely

Lesley Sheppard

X-----

I give permission for my child's image to be used for the following. Please tick as appropriate

- Use within school.
- Use by third parties.

Child's Name.....Class.....

Signature of parent or guardian.....Date.....



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Dear Parent,

RE: INTERNET PERMISSION FORM

As part of the school's curriculum, we offer children supervised access to the Internet. Before being allowed to use the Internet, we do require parental permission and therefore ask you to sign and return the form attached, as evidence of your approval.

Access to the Internet will enable pupils to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world. We do stress, however, that at Primary level any use is very closely supervised and our objectives is to introduce our children to the potential of the Internet, thus preparing them for work in secondary school.

Many of you will have access to the Internet at home. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory inaccurate or potentially offensive to some people. To combat this at school, we use a filtered service which is intended to make it impossible for children to access unpleasant materials.

While our aim for Internet use is to further educational goals and objectives, children may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, however, 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 children towards appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

We would be grateful if you could read the enclosed guidance documents. For your information we also attach a copy of 'Guidance for teachers' which explains our expected standards of behaviour. Please do not hesitate to contact me or Mrs. Lesley Sheppard, who is our ICT Co-ordinator, should you require any further information.

Yours sincerely,

Mrs D Bradley
Head of School



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Dear Parents/Guardian

Educational visits/walks

From time to time we like to take classes or groups of children off of the school site to undertake traffic surveys, church visits, road safety walks, games lessons, panto etc. To save us having to ask you to sign a permission slip each time, I would be grateful if you would sign the attached slip and return to your child's class teacher, as soon as possible. These will be kept with your child's records.

You will of course be informed of any school trips and will need to give permission via Sims Pay. On your child's first day at school details will be provided for Sims Pay, via email.

Yours sincerely

Mrs D Bradley
Head of School

Horndon on the Hill Primary School

I give permission for my child _____ to be taken out of school, during school hours for local visits with an educational purpose.

I understand that the school will ensure adequate adult supervision at all times.

Signed: _____ Parent/Guardian

Dated: _____



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Ethnic background information form

Pupil name _____ **Year group / Class** _____

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

If this information relates to more than one child you have at this school, please write their name(s) and their class(es) below:

Please return the form to the school within four weeks in the enclosed envelope, or by bringing it into the school office (or by email if it's been sent to you that way).

(Any information you provide will be used to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These use of the data will not allow individual pupils to be identified in the public domain. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)





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