

NEW STUDENT FORM

Student Details

Legal Surname: _____	Preferred Surname: _____
Legal Forename: _____	Known Name: _____
Middle Name(s): _____	Date of Birth: _____
Gender: _____	Ethnicity: _____
Home Address: _____	Country of Birth: _____
_____	Religion: _____
_____	Home Language (if not English) _____
Postcode: _____	Start Date: _____
Year Group: _____	House/Form: _____

Priority 1 Contact

Title: _____	Mr /Mrs / Miss / Ms / Other
Name: _____	Home Address: _____
Relationship: _____	_____
Home phone: _____	_____
Mobile: _____	_____
Work phone: _____	Postcode: _____
Email Address: _____	Student's home address: Yes / No

Priority 2 Contact

Title: _____	Mr /Mrs / Miss / Ms / Other
Name: _____	Home Address: _____
Relationship: _____	_____
Home phone: _____	_____
Mobile: _____	_____
Work phone: _____	Postcode: _____
Email Address: _____	Student's home address: Yes / No

Priority 3 Contact

Title: _____	Mr /Mrs / Miss / Ms / Other
Name: _____	Home Address: _____
Relationship: _____	_____
Home phone: _____	_____
Mobile: _____	_____
Work phone: _____	Postcode: _____
Email Address: _____	Student's home address: Yes / No

Free School Meals: Yes / No

Meal Arrangement: School Meals / Sandwiches / Home

Free Transport: Yes / No

Travel Arrangements: Walk / Cycle / Car / Bus / Taxi / Other

Please detail any court orders applying to the child (e.g. Ward of Court, Legal Rights of Access)

Name of Siblings: _____

House Group/ Form: _____

Medical Details

Name of Doctor: _____

Telephone Number: _____

Practice Name: _____

Do you give permission for the school to call the doctor?

Practice Address: _____

Yes / No

Do you give permission for the school to administer first

Postcode: _____

aid in an emergency?

Yes / No

Please provide details of any medical conditions that the school should be aware of, and any emergency action that should be taken.

(e.g. Asthma, Epilepsy, Allergies to bee stings/nuts or particular medicines etc.)

I confirm that the above information is correct:

Signed: _____

Date: _____

Separated Parents

If any parent does not live at the same address as the child, please complete this form.

Name of student: _____

Form: _____

I wish to request information, reports etc on the student above to be sent to me as detailed below:

Name: _____

Relationship: _____

Address: _____

Contact Number: Home _____

Work _____

Mobile _____

E-Mail _____

Photographs and video recording

Summerhill School supports Dudley Safeguarding Children Board in recognising the need to ensure the welfare and safety of children and young people.

In accordance with Dudley Safeguarding Children Board guidelines, photographs, videos or other images of children and young people will not be taken without the written consent of the parents or carer.

Within school we use photographs and digital recordings for a number of reasons. The main purpose is to celebrate the success of pupils. Photographs are used on display boards, plasma screens and on the school website e.g. photographs of pupils learning; sports teams and members of the cast of school productions. Video is generally used to help with learning e.g. role plays and may also be used to celebrate success.

We will always take great care to only show images if we feel the medium is appropriate. Your child's name will only be used with your permission and where the photograph is used to celebrate individual success.

In order to comply with Data Protection Law, consent is required for each possible use of images. In order to comply with Data Protection Law, a lawful basis is required before capturing images, which are classified as data, of a child or young person. Obtaining consent from either the parent, guardian or legally appointed representative of the child or young person provides that lawful basis.

Steps will be taken to ensure these images are used solely for the purposes they are intended. . If you need clarification or are concerned about the use of your child's image please contact the school. You do have the right to withdraw consent at any time by writing to the Headteacher.

If you give permission for images to be used then it is possible that a third party may identify your child without your consent or knowledge. If you become aware that images are being used inappropriately please contact your local social care team to report these concerns, visit <http://safeguardingchildren.dudley.gov.uk> or visit the Information Commissioner <https://ico.org.uk/concerns/>

If there are individual reasons why the use of images is particularly sensitive for your child, we would encourage you to discuss this with Mrs Sprouting, our Designated Safeguarding Lead.

Parental Consent Form

(Covering the child's duration at Summerhill School)

Name of student:

Year/Tutor Group:

Date of Birth:

Please tick each box if you agree:

Biometric Finger Scans

We use biometric finger scans in school as part of our cashless catering system and to monitor usage printers (multi-functional devices). The finger scan image is stored securely via the RM managed server through a product called Biostore which links to the school Management Information System (SIMS).

I agree to my child using the biometric system within school

If you do not give consent, this will mean that your child will be unable to use the fingerprint scanners around school so they will have to type in a username/password to access the printers and it will take longer to make purchases at the catering tills.

Curriculum Trips, Sporting Events and Fixtures

As part of a full and varied curriculum, we organise events and activities. This may include visits to the area (eg library, church, supermarket, or to undertake a traffic survey). Such activities are typically part of school's curriculum and usually take place during the normal school day. They may also include sporting events and fixtures (which may take place outside of the normal school day).

I agree to my child being taken out of school on occasions as described above without requiring further written information

If you do not give consent, this will mean that your child may be unable to take part in activities that are organised at short notice and where there is not time to obtain your written consent on that individual occasion.

Please note: we will always request consent separately for any visits which involve long journeys; take place during holidays or weekends; include an overnight stay; or include adventurous activities.

Parent/Carer Name:

Relationship to Child:

Parent/Carer Signature:

Date:

Parental Consent form for Use of Images

(Covering the child's duration at Summerhill School)

Name of student:

Year/Tutor Group:

Date of Birth:

Please tick each box if you agree:

My child's image may be used by the press, on the school's website or in external communications

eg in press releases, school website, prospectus, newsletters and curriculum guides

If you do not give consent, this will mean that we will not be able to celebrate your child's successes with a wider audience. Your child may be asked to step out of the way while group images are taken. We cannot prevent a third-party copying images from our website or online documents and using them in other ways.

My child may be named alongside their image in the press, on the school's website or in external communications eg in press releases, school website, prospectus, newsletters, curriculum guides

If you do not give consent, this will mean that we may not be able to celebrate your child's successes with a wider audience. We do not publish names except to celebrate individual successes.

My child's image may be used in displays and documents used inside the school

If you do not give consent, this will limit how we can celebrate your child's successes. Your child may be asked to step out of the way while group images are taken.

My child may be named alongside their image on displays and documents used inside the school

If you do not give consent, this will make it harder for us to celebrate your child's successes with a wider audience.

My child's image may be made available to purchase on the internet

If you do not give consent, we will be unable to include your child in professionally-taken group or individual school photographs

My child's name and image may be used in student portfolios and projects

If you do not give consent, it will be difficult for your child to take part in group work for some subjects.

My child's image may be used on social media platforms eg Twitter, Facebook

Please note that once an image goes onto a social media platform it is out of the control of the school where that image further appears, who has access to it or what it's used for and by whom.

We do not publish student names on social media without explicit consent.

My child's image may be used in recordings of video conferencing
e.g Zoom, Microsoft Teams meetings/tutorials/lessons

If you do not give consent, your child may not be able to take part in some remote meetings or lessons.

My child's image may be used in internal live-streaming and recording of events

Internal live-streaming means that an event taking place in one area of school can be viewed live in another area of school (eg during socially-distanced house competitions). Recording of events means that an event can be recorded to show at a later date. Consenting to this area would not mean that images would be shared outside the school.

Parent/Carer Name:

Relationship to Child:

Parent/Carer Signature:

Date: