**CHILD’S FULL NAME:**

**LANGSTONE JUNIOR ACADEMY –**

**APPENDIX A – PUPIL REGISTRATION INFORMATION**

**\*\*\*\*\*\*PLEASE COMPLETE ALL FIELDS\*\*\*\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Legal Surname:** |  |
| **Forename:** |  | **Middle name:** |  |
| **Chosen name:** |  | **Gender:** |  |
| **Date of Birth:** |  | **Year: 3** |  | **Reg Group:**  | 3 |
| **Address:**  |  |
| **Post Code:** |  |
| **Home Telephone:** |  |

**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** | **Name/****Relationship to child** | **Home Address/Home Phone/Mobile** | **Work Address/Phone including ext number** |
| 1 |  |  **Tel:** **Mobile:** **Email** |  **Tel:**  |
| **2** |  | **Tel:** **Mobile:** **Email** | **Tel:**  |
| **3** |  | **Tel:** **Mobile:**  | **Tel:**  |
| **4** |  | **Tel:** **Mobile:**  | **Tel:**  |
| **5** |  | **Tel:** **Mobile:**  | **Tel:**  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Travel Arrangements** |  | Bicycle |  | Car |  | Taxi |  | Bus |  | Walks |

|  |  |
| --- | --- |
| **Meal Arrangement**  |  PAID SCHOOL MEAL / FREE SCHOOL MEAL **(*please delete as appropriate)*** |
|  |
|  | **Type of meal** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | *Do not worry if this is not completely accurate. We use this as a guideline for our meal records.* ***Place an******‘X’ in the boxes, as appropriate*** |
|  | School Meal |   |  |  |  |  |
|  | Packed Lunch |  |  |  |  |  |
|   |

|  |  |
| --- | --- |
| **Medical Practice:** *(please complete)* |  |
| **Address:**  |  |
| **Telephone Number:** |  |

|  |
| --- |
| **Medical Condition(s)** |

|  |  |
| --- | --- |
| **NHS Number (*obtain from GP******Receptionist via phone or visit.******We must have this information for school trips/residentials)*** |  |

|  |
| --- |
| **Ethnicity :**  |
| **English as an additional language YES/NO** **If yes, what is your child’s first language?**  |
| **Religion:****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.**GDPR 2018:** The information you provide to the school will be used to support pupil learning and to ensure pupil safety and wellbeing. Personal information is only collected and used where it is needed by the school or the local authority for education purposes or where required by law. Further information on how we use and share pupil information is contained in the school's Privacy Notice**By signing this form, you confirm that all contacts consent to us processing their personal data in line with our Privacy Notice.****Signature: Date:** |

**APPENDIX B – PARENTMAILPMX**

**THIS FORM MUST BE COMPLETED EVEN IF YOUR CHILD IS ALREADY REGISTERED ON PARENTMAIL PMX®.**

School Name:- Langstone Junior Academy

Postcode:- P03 6EZ

PARENTMAIL PMX®DATA CAPTURE FORM

**I give my permission for my email address and mobile number to be registered with ParentMail PMX®.**

**PLEASE COMPLETE CLEARLY IN BLOCK CAPITALS**

**Child’s Details**

|  |  |
| --- | --- |
| FIRST NAME |  |
| SURNAME |  |
| CLASS | 3 |

**Parent/Carer Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| SURNAME |  |
| FIRST NAME |  |
| EMAIL ADDRESS |  |
| MOBILE NUMBER |  |
| RELATIONSHIP TO CHILD |  |
| PRIMARY CONTACT | YES / NO  |

**Parent/Carer Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| SURNAME |  |
| FIRST NAME |  |
| EMAIL ADDRESS |  |
| MOBILE NUMBER |  |
| RELATIONSHIP TO CHILD |  |
| PRIMARY CONTACT | YES / NO  |

Signature Date

**APPENDIX C – PERMISSIONS**

**Please place an ‘ X’ in the boxes that you DO give permission to**; remember this will be for his/her time at Langstone Junior Academy.

|  |  |
| --- | --- |
| Photos on our WebsiteTick the box if you **DO** give permission for your child to have their photo used on our public website. |  |
| Photos in PublicationTick the box if you **DO** give permission for your child to have their photo used in press, television or school publications. |  |
| LibraryTick the box if you **DO** give permission for your child to have a library account. |  |
| Local Visits Tick the box if you **DO** give permission for your child to attend local visits by foot or minibus. |  |
| SEX AND RELATIONSHIPS EDUCATIONTick the box if you **DO** give permission for your child to participate in the Sex and Relationships Education. |  |

|  |
| --- |
| Does your child have a particular talent that we may not be aware of? (E.g. plays piano. Please specifyPlease specify if they have any awards/ levels etc? (E.g. Piano Grade 6)…………………………………………… |

|  |
| --- |
| Childs name: Class 3Parent Signature Date |

**APPENDIX D – MULTI MEDIA CONSENT FORM**

**Using images & Video**

**Multimedia consent form**

**Name of child:**

**School:** **LANGSTONE JUNIOR ACADEMY**

Occasionally, we may take photographs or produce videos for school or other Trust purposes that include our pupils. We may use these images as part of the education of your child. We may also use them in our marketing or in other printed publications that we produce, as well as on our website and on our social media. We are requesting your consent for us to use these images beyond the school.

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. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

|  |  |
| --- | --- |
| **Please complete, as required.** | ***Please delete as appropriate*** |
| 1. May we use your child’s photograph in printed publications that we produce for promotional purposes?
 | **Yes / No** |
| 1. May we use your child’s image or video on our website?
 | **Yes / No** |
| 1. Are you happy for your child to appear in the media?
 | **Yes / No** |
| **School to delete this question where social media not used.** 1. Are you happy for your child to appear on Social Media sites used by the school e.g. Twitter and Facebook - *Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK European law applies.*
 | **Yes / No** |

 Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.

2. We will not re-use any photographs or recordings for new promotional purposes after your child leaves this school.

3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.

4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

5. We may include pictures of pupils and teachers that have been drawn by the pupils.

6. We may use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘making Christmas decorations’.

7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

8. Your consent can be withdrawn at any time in writing.

9. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

I have read and understood the conditions of use and give my consent for my child’s image/s & videos to be used as described above.

Your signature Date

Your name (in block capitals)

**APPENDIX E – SEPERATE REPORT INFROMATION**

**CHILD’S NAME** **CLASS 3**

**My child does / doesn’t require a second report** *(please delete as appropriate).*

\*\*If you require a separate report, this will be sent home with your child in a named envelope OR you are requested to provide an A4 stamped addressed envelope

|  |  |
| --- | --- |
| 2nd Parent Name | Address |
|  |  |

Signed Date

**APPENDIX F – SERVICES CHILDREN**

Child’s Name Class 3

My child does / doesn’t have a parent in the armed services (*please delete as appropriate)*

(*Royal Navy, Army or Royal Air Force only)*

Signed Date

**APPENDIX G – ATTENDANCE PROTOCOL**

**I confirm that I have read and understood Langstone Junior Academy’s Attendance Protocol. I am aware that it is my legal responsibility to ensure that my child attends school on a regular basis and will be not be late unless there are exceptional circumstances.**

Child’s Name Class 3

Signed Date