

SECTION 5: Data and images:

Following the Data Protection Act of 1998 the personal data that we have has to be securely held on the school computer system. We have to register and comply with a number of regulations issued by the Information Commissioner. All of the information you provide is of course completely confidential.

We do take photographs of the children on a regular basis with our digital cameras for our records to capture progress and good work. These photographs are displayed internally and held in display files. There are occasions when the children may be photographed for external uses such as newspaper photographs for reports or filmed for media purposes. (Only first names are used in newspapers):

I agree that the school can take photographs of my child which may be used in school literature (e.g. newsletters, prospectus etc.). PLEASE NOTE: The school newsletter is published on our school website.	Yes / No
I agree that the school can use images of my child on its website. (Please note the web site can be viewed across the world).	Yes / No
I agree that the school can use images of my child in video recordings to promote the school.	Yes / No
I agree that the school can take photographs and make video recordings of my child for the school's own records, archives and future interest (e.g. photographs of sports teams).	Yes / No
I agree that my child can appear in video recordings or in collections of photographs and stored on CD ROMs which the school may make of school events and which it may sell to parents of children at the school to raise funds for the benefit of the school.	Yes / No
I give permission for photographs of my child to be used in the press, in newspapers and other publications.	Yes / No

The law states that private citizens are able to take photographs and video footage for their own personal record and therefore we are happy for you to take photographs and video footage of your own child/ren **ONLY at school events. We ask that you do not upload these photographs and videos to social networking sites such as You Tube and Facebook.** You go against the wishes of other parents and the school if you do this. It is only at the swimming pool, where the Swimming Association has taken the decision not to allow photographs or video footage that you will not be able to do so. Many thanks for your co-operation.

Signed (Parent/carer's signature): _____

Other information:

Mobile Phones: If children need to bring mobile phones into school, the phones must be turned off immediately on arrival. Phones must be labelled clearly with the pupil's name and handed to the School Office for safe keeping. Any mobile phones not handed in will be confiscated and returned to the child at the end of the school day. School cannot be held responsible for any valuable items that are brought in to school and not given to office for safe keeping.

Newsletter

If you would like to receive the school's newsletter via e-mail please fill in your details below. Please feel free to put more than one address down, grandparents and other relatives etc:

E-mail address 1: _____

E-mail address 2: _____

Thank you for taking the time to complete this form.



Liskeard Hillfort
Primary School

Liskeard Hillfort Primary School
Old Road
Liskeard
Cornwall, PL14 6EY
Telephone: 01579 343443
Email: admin@liskeardhillfortprimary.org.uk

2013/14 Consent Form

This form encompasses a number of requests for which the school needs parents' consent. Please read through each section and sign where appropriate, to enable your child to take part in the various activities in school.

Please complete each section and return it to the School Office.

(If you have more than one child in school, please complete one booklet for each child)

Your Child's Name: _____

Class Teacher: _____ Class: _____

SECTION 1:

Liskeard Hillfort Primary Home/School Agreement 2013/14

Our School will:

- Ensure your child's physical and social well-being at all times, and help to build feelings of confidence, self-worth and belonging.
- Deliver a balanced, creative and carefully planned curriculum which meets the needs of your child.
- Provide a range of after-school curricular activities designed to enrich your child's experience.
- Ensure that all homework tasks are given regularly on an agreed day (with occasional exceptions), and that they reflect your child's learning needs.
- Actively welcome parents/carers into the life of the school and ensure that teaching staff are available, by mutual agreement, to discuss any concerns you might have about your child's progress or general welfare.
- Keep you informed about the school's policies and guidelines on behaviour and equal opportunities, other general school matters and about your child's progress in particular.
- Ensure that all teaching staff keep up to date important educational developments and initiatives which might affect your child, and to inform you of these at given meetings where appropriate.

Signed: Mrs Sheryll Alexander, Associate Head Teacher

Parents/Carers

I/We undertake to:

- Ensure that my child attends school regularly and that absences are properly notified.
- Ensure that my child arrives and is collected promptly at the beginning and end of the school day.
- Support the school's behaviour and discipline policies by reinforcing the need for acceptable behaviour during the school day and on the way to and from the school.
- Ensure a suitable environment is made available for my child to do his/her homework and given support as and when necessary.

- Ensure that my child wears the correct school uniform, including black school shoes and has the correct PE kit. Children can only wear stud earrings in school (no hoops). Earrings are to be taken out or covered with tape during PE.
- Attend Parents' Evenings and discussion about my child's progress at school.

The Pupil: Please read and discuss this section with your child

Pupils agree to:

- Respect others and treat other people as they would like to be treated
- Be kind and helpful and not hurt anyone or their feelings
- Listen and not interrupt
- Work hard and not waste mine or other people's time
- Be honest and not cover up the truth
- Show respect for property and not waste or damage things.

Signed (Parent/carer's signature): _____

SECTION 2: Parental Consent to allow children to take part in school activities

Consent for local educational visits

As part of their learning, the school like to take children out of school e.g. to the cenotaph for Remembrance Day, to the local library, and/or to sporting events at Liskeard School and Community College. Children walk to these events accompanied by the correct ratio of staff. Parents will always be informed of such activities before the event takes place. However, to save asking for individual consent on each occasion, we would like you to sign this one consent for the year.

I give permission for my child to walk to and from local events during the school day	Yes / No
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PG Films– Key Stage 2 (Juniors) only

From time to time , staff are following topics for which there may be appropriate films to enhance the learning experience for children. Sometimes these are PG (Parental Guidance certificates.) Obviously we are not going to show anything inappropriate but it would be helpful to know that you are comfortable with us showing material which has this certificate.

I give permission for staff to show PG films to my child to support their learning	Yes / No
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Cookery

Occasionally classes are involved with cookery lessons.

I give permission for my child to eat the food that they make during cookery lessons or as part of work they may undertake in class.	Yes / No
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Signed (Parent/carer's signature): _____

SECTION 3: Responsible Use of the Internet:

As the use of the Internet has become a normal part of everyday life, as a school, we feel that it is very important to help children to use the internet safely and responsibly at school and at home. At the start of each academic year, the children are provided with clear information for keeping them safe. In class, pupils sign up to and agree to follow the rules for responsible internet use as follows:

When I use the internet, I will follow the 'net-smart' rules which are:-

- I will ask my teacher before I use the internet
- I will ask my teacher if I can print my work
- When I use the internet, I will always follow our '6 Golden Rules'
- I understand that if I do not use the internet safely and sensibly, then I will not be able to use it any more
- If I use an internet site, I will not enter my name, address or any other details about myself
- I understand that the teacher can look at my work whilst I am on the internet or work saved in my documents at any time
- I will tell my teacher if I find any images or writing that upsets me.

Parental Consent for internet access at Liskeard Hillfort Primary School

As the parent/legal guardian, I grant permission for my child to use emails and the internet during their time at Liskeard Hillfort Primary School.

I understand that my child is responsible for following the school rules. I also understand that some material on the internet may be unsuitable and I will support the school's guidelines for my child to follow when using the internet at school. (Please note that our school uses the 'South West Grid for Learning' which incorporates a system which is used in the majority of schools in Cornwall to filter out inappropriate material that the system is aware of.)

Parent/carer's permission

I give permission for my child to access the internet in school on the terms set out above.

Signed (Parent/carer's signature): _____

Print name: _____ Date: _____

SECTION 4: Medical:

We update our records annually with regard to children's medical conditions. Please provide details of any medical conditions your child may have. We do insist that children with asthma or other medical conditions have their prescribed medication (labelled with their names) in school at all times. Parents must complete the 'Administration of medicine' form before medicines can be given to a pupil (available from the school office or on the school website).

Please inform us of any medical conditions the school should be aware of, e.g. asthma, diabetes, allergies, **If none, please state NONE**)

EMERGENCY: If emergency treatment is necessary, I am willing to give my consent for the necessary treatment by the school appointed first aiders.

Yes / N o

ASTHMA INHALER - PLEASE NOTE: The school is no longer allowed to hold a spare asthma inhaler for use in an emergency. If your child is asthmatic or needs an inhaler, please make sure that they have one in school to use if they need to. If a child has a severe asthma attack in school and they do not have their inhaler with them, the school will call an ambulance.