**Jonesborough Primary School**



**Data Collection & General Permission Forms 2020**

Forms to be Returned

Please return the enclosed forms by  **August 2020**

to the office email address:

Email: emurphy867@c2kni.net

**Communication**

We are working to streamline practice with communication by seeking new and innovative ways to update you electronically using email, text and school website. We are endeavouring to improve our service so that all school communication are sent remotely.

You will be kept informed of school events electronically throughout the year and therefore it is essential that you provide your email address and mobile number in clear print on your data collection form and in the designated boxes provided.

# DATA COLLECTION FORM

# PUPIL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Preferred Surname of Student:** |  | **Legal Surname of student: (if different)** |  |
| **Preferred Forename:** |  | **Legal Forename:**  (if different) |  |
| **Date of Birth:** |  | **Gender:** |  |
| **Address:**  ***(Must include House Name or House Number)*** |  | | |
| **Post Code:** | | |

**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 priority/order that you wish for them to be contacted.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Parent /Guardian** | | **Relationship to Pupil e.g. Parent/Step-parent:** | | | | | |
| **Surname:** | | | **Forename:** | | | **Title:** |  |
| **Address** | | | | | | **Postcode:** | |
| **Home Tel:** | | | | **Mobile:** | | | |
| **Work Tel:** | | | | **Email** | | | |
| **2. Parent /Guardian** | | **Relationship to Pupil e.g. Parent/Step-parent:** | | | | | |
| **Surname:** | | | **Forename:** | | | **Title:** |  |
| **Address:** | | | | | | **Postcode:** | |
| **Home Tel:** | | | | **Mobile:** | | | |
| **Work Tel:** | | | | **Email:** | | | |
| **3. Other Contact** | **Relationship to Pupil e.g Grandparent/Childminder:** | | | | | | |
| **Surname:** | | | **Forename:** | | | **Title:** | **Mr** |
| **Home Tel:** | | | | | **Mobile:** | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meal Arrangements (Circle appropriate choice below)** | | | | | | | | | | **Eligible for Free Meals Yes/No**  **Delete as appropriate** | | |
| Free School Meal | | Paid School Meal | | Sandwiches | Home | | | Other | |
| **Medical Practice:** | | | | | | | **Telephone:** | | | | | |
| **Medical Information:** | | | | | | | | | | | | |
| **Special Dietary Needs:** | | | | | | | | | | | | |
| **Ethnicity:** |  | | **Home Language:** | | |  | | | **Religion:** | | |  |
| The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR)  The school has a duty to protect this data 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. | | | | | | | | | | | | |
| **Signature:** | | | | | | | | | | | **Date:** | |

**Text Service Number / Email**

The school communicates by text and email to inform you of all school correspondence. Please add the mobile number/email address of the contact you wish to receive correspondence via email/text service.

**Name of nominated parent to receive text message**

**Mobile Number of nominated parent to receive text message**

**Name of nominated parent to receive email**

**Email Address of nominated parent to receive email**

**Jonesborough Primary School**

**GENERAL PERMISSION SLIPS FOR 2020 - 2021**

Dear Parent/Guardian

As part of our Safeguarding and Child Protection commitment we aree seeking permission from parents before publishing photographs on the Internet and the local press. From time to time, filming may take place for educational purposes also. Please fill in the form below as an indication of your consent.

|  |  |  |
| --- | --- | --- |
| **GENERAL PERMISSION SLIPS FOR 2020 - 2021**  **Please Tick to confirm (✓)** | | |
| **Consent for images on Facebook:**  I give my consent that photographic and/or video images of my child may be taken and used by the school on its ‘Facebook’ page or other social media outlets. | |  |
| **Consent note for using photographic images:**  I give my consent for my child to be photographed either individually or as part of a school group. I understand that these photographic images may be used as part of a school publication or in local/national publications or web sites to publicise Jonesboro’ P.S. I understand that my child will not be identified individually without my consent being granted. | |  |
| **Consent note for video images:**  I give my consent that video images may be taken of my child as part of a school production or to promote the school in local media. I further give my consent that these images may be uploaded to internet websites again for the purpose of promoting the school and informing about school events/activities. I understand that my child will not be identified individually without my prior consent. | |  |
| **Consent for off-site activities:**  I give permission for my child to take part in out of school (off site) activities including trips or to represent the school as a member of a team, sporting or otherwise. | |  |
| **Consent for children to walk home unaccompanied: (*at 3pm only)***  I give permission for my child to walk home from school at the end of the school day unaccompanied. | |  |
| **Consent for activities which may involve the Police Service of Northern Ireland:**  I give permission for my child to take part in school activities either on or off school grounds which may include involvement of/presence of members of the PSNI. | |  |
| Pupil Name |  | |
| Signature of Parent/Guardian |  | |
| Date |  | |
| **Additional Comments:** | | |

**KEEPING YOU INFORMED**

Jonesborough Primary School have a variety of communication methods using social media which parents /guardians can access to keep up to date on all aspects of school life.

**WEBSITE**

We have an active website which provides a range of information on Curriculum, Safe Guarding, Parent information, School Events, News Items and more. You can visit our webpage on; [www.jonesboroughps.com](http://www.jonesboroughps.com)

**FACEBOOK**

Please like us on Facebook to receive regular updates;

[www.facebook.com/JonesboroughPS](http://www.facebook.com/JonesboroughPS)

**E-mail**

[info@jonesboro.newry.ni.sch.uk](mailto:info@jonesboro.newry.ni.sch.uk)

**Jonesborough Primary School**

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