

Badgerbrook Primary School



Combined Parental Consent and Permission Form

There are a lot of times in school when we seek your permission for things even though schools act in loco parentis. We do try to keep this to a minimum by grouping activities and asking you to sign for them here.

We share this information within school, it is held for the duration of your child's time at Badgerbrook. Should your child's circumstances change or you wish to withdraw consent - it is your responsibility to notify school and complete a new consent form.

Please complete each of the permission boxes below so that we can update all the information we hold for your child. Please sign and date the form on the last page

Thank you.

Please tick all of the relevant boxes below.		Yes	No
	<p>FIRST AID OR URGENT MEDICAL TREATMENT This may include the use antiseptic wipes, hot/cold packs, applying plasters, and administering inhalers and prescribed medicines if the need arises.</p>		
I am happy for my child to be given first aid or urgent medical treatment during any on-site or off-site activity		<input type="checkbox"/>	<input type="checkbox"/>
<p>EDUCATIONAL VISITS During the school year there are many opportunities for our pupils to visit various places in our Whetstone community, for example the Co-op, the Baptist Church, Holmes Park and other walks around the village. Such off-site activities are part of the school's curriculum and usually take place during the normal school day. We will always tell you in advance if this is planned. For trips beyond the local area we will always send out a separate letter and permission slip.</p>			
I give permission for my child to take part in local off site visits		<input type="checkbox"/>	<input type="checkbox"/>
<p>INTERNET USE (INCLUDING EMAILS & INDEPENDENT RESEARCH) All websites are filtered and children supervised in accordance with the school's 'Acceptable Internet Use' document. The school will make every effort to ensure pupils are unable to access inappropriate material but cannot be held responsible for the nature or content of materials accessed through the internet. The school will not be liable under any circumstances for any damages arising from your child's use to the internet facilities.</p>			
I give permission for my child to use the internet while at school.		<input type="checkbox"/>	<input type="checkbox"/>

Please complete and sign the reply slip on page 4 and return the whole document to your child's class teacher.

Processing personal data

Most of the personal information you provide to us is mandatory. For example: names, contact details, relevant medical information, special educational needs. Information is also passed on to us from previous schools, including, for example: assessment, attendance and behaviour data. The attached Privacy Notices explain how we use data in school.

However, to comply with the General Data Protection Regulation, there are some areas of school activity where we need your consent. If you are not happy for us to use this information in the ways we list below we will accommodate your preferences.

You may have already completed a consent form - Why are we asking for your consent again?

As part of our commitment to processing personal data fairly and transparently, we want to make sure you're still happy with the ways we use your child's data. We are only asking for consent where, under the terms of the General Data Protection Regulations, there is no legal reason for asking for, and using this data.

Our consent form has been updated and we would appreciate you taking the time to give consent again, as we really value being able to use the information in the ways listed below. If you change your mind about consent for photographs or communication at any time, you can let us know by emailing office@badgerbrook.leics.sch.uk, by phoning the school on 0116 2752353, or calling in to the school office.

This form is valid until your child leaves Badgerbrook. The consent will automatically expire after this time. There are some items which are specifically for parents of children in Foundation Stage.

Communication Consent

We already hold your preferred email and mobile numbers to enable us to contact you with essential school organisation and information, including Newsletters (collected as part of your child's original registration form). This data is necessary for us to fulfil our function as a school. However, we need to **seek your consent** to communicate with you via text and email about **fund-raising and marketing activities**.

At Badgerbrook we sometimes send you information from the school detailing fund-raising activities and fund-raising requests by email and/or text. This might include information about tickets for school performances, uniform purchase, Children in Need, School Council events etc. We sometimes send you information from the parent teacher association detailing activities and fund-raising requests by email and/or text. (Often this information is included in Newsletters. We do not need your consent to send you Newsletters)

We would like your consent to send you information in the ways described above.

If you are not happy for us to do this we will accommodate your preferences and send paper copies instead.

Please **tick all** of the relevant boxes below.

	Yes	No
I am happy for the school to send me information about fundraising activities and fundraising requests by text and email		
I am happy for the school to send me information from the PTA detailing activities and fundraising requests by text and email		

Consent for child's name in our production 'programmes'

At Badgerbrook we sometimes produce a paper 'programme' for our class or year group productions as a means of celebrating the efforts of all those involved. The programme includes the names of all the children taking part. We find that families like to have a record of the production and their child's participation in it.

We include first names and the first initial of your child's surname in each programme. No photographs are included. We would like your consent to include your child's data in the way described above

Please **tick** the relevant box below

	Yes	No
I am happy for my child's forename and initial letter of their surname to be included in a school 'programme'		

Please complete and sign the reply slip on page 4 and return the whole document to your child's class teacher.

Photographic and Video Consent

We regularly take photos of your child to enable us to fulfil our function as a school, for example in our pupil record keeping system and as a means of identification for such things as pupils with allergies, health plans and permission restrictions.

In addition, we like to celebrate and share our school activities with others. Our official Facebook page, the school website and our newsletters are fantastic ways for us to do this.

At Badgerbrook, we regularly take photographs of pupils, particularly special events, educational visits and to show work in school. We use these photos in the school's prospectus, on the school's website, on our Facebook page, in Newsletters, on display boards around school and in articles we send to the local papers. We sometimes take videos of work done in school and sometimes we put these videos on our website.

We have class and sports team photos taken annually which are available to purchase annually by parents of children in the class or team.

We really value using photos of pupils to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent.

We would like your consent to take photos and videos of your child, and use them in the ways described above. In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names (plus the first initial of the surname if needed if pupils share a first name)

If you are not happy for us to do this we will accommodate your preferences.

Please **tick all** of the relevant boxes below

	Yes	No
I am happy for authorised staff within the school to take photographs of my child		
I am happy for photos of my child to be used in internal displays around school		
I am happy for photos of my child to be used in Newsletters		
I am happy for photos of my child to be used on the school website		
I am happy for photos of my child to be used on the school's Facebook pages		
I am happy for videos that include my child to be used on the school website		
I am happy for videos that include my child to be used on the school's Facebook pages		
<i>(Where permission has been withdrawn for Facebook, permission is automatically withdrawn from the school website as our Facebook page is linked to our website. Withdrawal from the website does not automatically withdraw your child's image from Facebook)</i>		
I am happy for photos of my child to be used in articles we send to the local papers <i>If full names are required by the paper we will seek prior consent</i>		
I am happy for my child to be included in the annual class photo which is available to purchase by parents		
I am happy for my child to be included in sports team photos which may be available to purchase by parents		

May we also remind you that any photos or videos you take in productions, sports days and other school events must be for individual family use only and not distributed more widely – including on any social networks such as Facebook, Twitter, Instagram etc.

Please complete and sign the reply slip on page 4 and return the whole document to your child's class teacher.

To be completed by parents of children in Foundation Stage only

At Badgerbrook we record work completed in Foundation Stage in an electronic **learning journey** called **Target Tracker**. We take photos and videos of your child for their learning journey and write notes about the activities being carried out; we will then email your child's learning journey to you at the end of every half term. We also paste photos into their books (which may go home at the end of the year)

When we take photos or videos of the children for their learning journey or books there are sometimes other children in the photos or videos. This is because they are working together or happen to be in the background. If we have to take individual photos or videos we will not be able to include as many photos in the learning journeys as this will interrupt the activities the children are part of.

We also use children's first names when we write the notes for their learning journeys, which could include all the children in the photo or video.

Taking photos and videos for your child's **learning journey** is necessary for us to fulfil our function as a school. However, to be able to share them with you in the ways described above we need your consent.

Please tick the relevant boxes below	Yes	No
I am happy for my child's learning journey (including photos and videos of my child) to be emailed to me at this email address. Email address:		
I am happy for my child to be in group photos that are included in other children's learning journeys and emailed to their parents (image & first name).		
I am happy for my child to be in group videos that are included in other children's learning journeys and emailed to their parents (image & first name).		
I am happy for my child to be in group photos that are included in other children's books which may eventually be taken home (image & first name).		

To be completed by parents of children in Foundation Stage who attends Badgerbrook After School Club (BASC) only

As part of your child's continued learning journey, BASC would like permission to view the learning journey created by school.

Please tick the relevant box below	Yes	No
I am happy for my child's learning journey to be emailed to BASC		
I am not happy for my child's learning journey to be emailed to BASC		

If you change your mind about consent for photographs or communication at any time, you can let us know by emailing dataprotection@badgerbrook.leics.sch.uk, by phoning the school on 0116 2752353, or calling in to the school office.

If you have any other questions about data protection, please contact the School Business Manager, Mrs C Webb.

Combined Parental Consent and Permission Form

Please complete and sign this reply slip and return the whole document to your child's class teacher.

This form will be retained for the duration of the time your child remains at Badgerbrook Primary School.

Name of child: **Class:**

Parent or carer's signature: **Date:**

This form must be signed by a person with legal authority for the child.

If this form is not returned we will be unable to use photographs or videos of your child, including on the website or Facebook.