Dear Parent/Guardian of

IT IS ESSENTIAL THAT THE SCHOOL HAS UP TO DATE INFORMATION - please fill out this form and return to the school office as soon as possible. If you have any questions please call the office on: 01905 423861

Student Details		Current Address	Updated Address
First Name:	**Surname:**		
DOB:	**Gender:**		
Year:	**Form:**		
Ethnicity:	**Religion:**		
Nationality:			
First Language:			

Contact Details							
Priority	**Title**	**First Name**	**Surname**	**Relationship**	**Phone(s)/Email**	**Address Same as Pupil?**	**Permission to Take Home?**
					Telephone: Email:		
					Telephone: Email:		

Contact Details for Doctor					
	Title	**First Name**	**Surname**	**Relationship**	**Phone**
Current:				Doctor/GP	
Surgery Address					
	Surgery Name	**Street**	**Town**	**County**	**Postcode**
Current:					

Medical Conditions / Allergies for				
Condition / Allergy	**Critical (Yes/No)**	**Emergency Action**	**Medicine Held by Pupil (Yes/No)**	**Notes (Additional Comments)**

Please add any additional information you wish to share with the school including special dietary requirements or allergies or whether your child is eligible for free school meals.

Signed _____

As a school we hold data for the purposes of education management and school improvement only, and only for those purposes necessary to provide the service explicitly offered by our school. We adhere strictly to the terms of the Data Protection Act 1998 and any future amendments or applicable legislation, such as General Data Protection Regulation (2018).

Printed: 15/11/2018

St Clement's CofE Primary School and Pre School

PERMISSION FOR SHORT/LONG VISITS

By signing this slip you are simply giving permission for your child to make fully supervised short trips to places such as local shops to complete surveys, our churches for topic work and for some pupils, permission to swim at the Swimming Pool.

A separate permission slip together with full details of the visit would, of course, be provided for longer educational visits to the Severn Valley Railway, Birmingham Theatres, The Roman Museum at Cirencester etc.

.....

I give permission for my child to go on local school trips for the duration of his/her stay at this school.

Signed.....Date.....

Parent of.....Class.....

St Clement's C of E Primary School
Henwick Road
Worcester
WR2 5NS
Phone: 01905 423861
Email: office-stc@riverscofe.co.uk

The Rivers C.of E. Academy Trust

St Clement's C of E Primary School and Pre School

Love, Learn, Live

Acceptable Use Agreement – Pupil (EYFS)

As the adult:

- I agree to support my child in using all technologies in a safe and appropriate manner.
- I agree to respect the reputation of the school and will not take part in online activities which may negatively portray the school or any members of the school community.

This is how we stay safe when we use computers:

- I will ask an adult if I want to use the computer.
- I will only use activities if an adult says it is OK.
- I will take care of the computer and other equipment.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will turn off the monitor and tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

I understand these computer rules and will do my best to keep them.

Child's name:	
Parent's name:	
Signed (parent)	
Date:	

St Clement's C of E Primary School

Henwick Road

Worcester

WR2 5NS

Phone: 01905 423861

St Clement's C of E Primary School and Pre School

Home School Agreement

Agreement for Pupils

I will do my best to:

- Work hard and listen carefully to instructions.
- Come to school regularly and be on time.
- Be polite and helpful to other children and adults.
- Take good care of the school environment.
- Wear the school uniform.

Agreement for Parents/Carers

To help my child at school, I will do my best to:

- Make sure that my child arrives in school on time and is collected on time.
- Make sure that my child attends school regularly and inform the school of the reason for any absence.
- Support the school in maintaining good behaviour and discipline.
- Support my child with homework and other home learning opportunities and listen to my child read.

Agreement for School

The school will do it's best to:

- Encourage children to do their best at all times.
- Offer a broad and balanced curriculum, which meets the needs of the children.
- Inform parents and carers of how their children are progressing and achieving.
- Contact parents and carers as soon as possible if we are concerned about your child's work ore behaviour.
- Keep parents and carers informed of current events through weekly newsletters and our website.
- Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the daily life of the school.

Signed (on behalf of the school) ..... Print name.....

I have read and understood the Home School Agreement for St Clement's C of E Primary School and will endeavour to uphold its aims.

Signed (Child) ..... Print name .....

Signed (Parent/Carer) ..... Print name .....

St Clement's C of E Primary School
Henwick Road
Worcester
WR2 5NS
Phone: 01905 423861
Email: office-stc@riverscofe.co.uk

The Rivers C.of E. Academy Trust

St Clement's CofE Primary School and Pre School

Parental/Carers Permission for Food Activities

I give permission for my child ..... to take part in the activities listed below (please tick yes or no) during their attendance at St. Clement's C of E Primary School.

It is parents/carers responsibility to complete another permission slip if there are any changes to the information given below (forms available from the office).

Activity	Yes	No
Growing Food		
Cooking Food		
Handling Food/Preparing Food		
Eating/tasting food cooked in school e.g. different fruits, healthy foods, cakes sold for fundraising, parties, tasting foods of different cultures and countries etc.		
Eating/tasting food brought in to school e.g. different fruits, healthy foods, cakes sold for fundraising, parties, tasting foods of different cultures and countries etc.		

Please complete if applicable:

My child is allergic to ..... and needs to avoid food containing this/these ingredients.

For religious, ethnic, vegetarian or medical reasons my child needs to avoid food containing this/these ingredients .....

Signed ..... Parent/carer Date .....

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Henwick Road
Worcester
WR2 5NS
Phone: 01905 423861
Email: office-stc@riverscofe.co.uk

The Rivers C.of E. Academy Trust

Withdrawing your consent

Parents have the right to withdraw their consent at any time. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Providing your consent

Child's first name	
Child's last name	
Child's year group	

Please provide your consent by ticking either 'Yes' or 'No'

	Yes	No
I am happy for The Rivers CofE Academy Trust and **St Clement's CofE Primary School** to use images and/or videos of my child to keep the school community updated on the activities of the school, and for marketing and promotional purposes: • Website • Newsletter (printed and online version) • Social Media • Local media • Marketing - Prospectus, Displays, Banners, Signs or exhibitions, Leaflets/flyers		
I am happy for The Rivers CofE Academy Trust and **St Clement's CofE Primary School** to present the child's first name alongside images and/or videos of my child in order to celebrate an achievement.		

I understand the request and give informed consent

Parent/guardian signature:	
Name	
Date:	

Images and videos parental consent form

This form explains the reasons why and how The Rivers CofE Academy Trust **(St Clement's CofE Primary School)** may use images and videos of your child. Please complete this form to give consent for us to take images, video, audio, comments and other personal data to then be stored and used.

Why do we need your consent?

The **Image statement** (available on the school website) provides full details about how images of pupils are used by The Rivers CofE Academy Trust and member schools.

The Rivers CofE Academy Trust **(St Clement's CofE Primary School)** requests the consent of parents when they join the school to use images and videos of their child for a variety of different purposes.

Why do we use images and videos of your child?

As noted in the **Image statement**, photographs and video are in the legitimate interests of the school and necessary for the School's administrative, functional educational and pastoral purposes. The school is entitled lawfully to process such images and take decisions about how to use them, subject to any reasonable objections raised.

In addition to images and videos used for lawful process, The Rivers CofE Academy Trust (**St Clement's CofE Primary School**) uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

The Rivers CofE Academy Trust (**St Clement's CofE Primary School)** may take images or videos of individual pupils and groups of pupils to use on, internal displays, in communications with the school community (including email and website), via the school's social media channels, in the school publications (printed and online) and other external advertising, in the press and in programmes for events. If the school wishes to use images for any other purposes than those stated in this document, additional consent will be sought.

Who else uses images and videos of your child?

The school is sometimes visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

What are the conditions of use?

- This consent form is valid for the time that your child is in the school. It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn.
- Withdrawing consent or leaving the school may not affect the material that has already been used.

The Rivers C.of E. Academy Trust

Parent / Carer Privacy Notice

Policy Statement

We are The Rivers CofE Academy / St Clements CofE Primary. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left The Rivers CofE Academy / St Clements CofE Primary. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect/hold and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend The Rivers CofE Academy / St Clements CofE Primary School site
- your relationship to your child, including any Court orders that may be in place

Sharing this data will be on your verbal or written consent.

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins The Rivers CofE Academy / St Clements CofE Primary.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Why do we use your personal data?

We will use your personal data for the following reasons:

1. Where we are required by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding
- To the Government agencies including the police
- To obtain relevant funding for the school
- To provide or obtain additional services including advice and/or support for your family

2. Where the law otherwise allows us to process the personal data as part of our functions as a The Rivers CofE Academy / St Clements CofE Primary, or we are carrying out a task in the public interest, including:

    - To confirm your identity
    - To communicate matters relating to The Rivers CofE Academy / St Clements CofE Primary School to you
    - To safeguard you, our pupils and other individuals
    - To enable payments to be made by you to The Rivers CofE Academy / St Clements CofE Primary
    - To ensure the safety of individuals on The Rivers CofE Academy / St Clements CofE Primary School site
    - To aid in the prevention and detection of crime on The Rivers CofE Academy / St Clements CofE Primary School site

3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.

Please see The Rivers CofE Academy / St Clements CofE Primary School Data Protection Policy to ensure compliance of the Data Protection Bill for further information on processing of your special category personal data.

2. Where the processing is necessary in order to ensure your health and safety on The Rivers CofE Academy / St Clements CofE Primary School site, including making reasonable adjustments for any disabilities you may have.

3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests or those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education [and/or the Education and Skills Funding Agency], in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to The Rivers CofE Academy / St Clements CofE Primary

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data.

Contact details for the Department can be found at https://www.gov.uk/contact-dfe.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Worcestershire County Council's data sharing process please visit: http://www.worcestershire.gov.uk/info/20031/data_protection/746/handling_your_information

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

dpo@riverscofe.co.uk or

The Rivers CofE Academy Trust School Lane Cutnall Green Worcs WR9 0PH

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights
- Request an alternative payment method

If you want to exercise any of these rights then you should contact St Clements CofE Primary. The law does not oblige The Rivers CofE Academy / St Clements CofE Primary School to comply with all requests. If The Rivers CofE Academy / St Clements CofE Primary School does not intend to comply with the request then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at https://ico.org.uk/concerns/.

Contact

If you would like to discuss anything in this privacy notice, please contact:

DPO@riverscofe.co.uk

Or

Amy Dobson

Data Protection Officer
Heronswood Primary School
Heronswood Road
Spennells
Kidderminster
Worcestershire
DY10 4EX

A new online Free School Meals System

This letter is for you if your child or children are currently eligible, or may be eligible, for free school meals under the benefit criteria.

Worcestershire Children First are inviting you to use a new self-service process to manage free school meals applications and keep you up to date with any changes.

For anyone who is currently eligible and receives free school meals, there will be no changes or loss of eligibility until at least July 2023 even if your personal circumstances have changed.

What do you need to do?
The system uses the same portal you used to apply for your child's school place. You should use your admission application login details on the Citizen Portal to apply for Free School Meals. You can access the portal using this link:
https://emsi.worcestershire.gov.uk/CitizenPortal_LIVE/en?ReturnURL=%2FCitizenPortal_LIVE%2F

If you do not currently have a Citizen Portal account, please follow the on-screen instructions to register an account.

We need your permission to communicate with you in this way, so we need you to use the portal, enter your details and make an application. This will mean reapplying for Free School Meals for your child(ren) but please do not be concerned that this will affect current arrangements - all eligible families are protected until at least July 2023. Using the portal will not change this, it's just so that we can communicate with you.

Once you have applied using the new system, you will receive a confirmation message that your application has been received and is being processed. You will then receive further notifications via the Citizens Portal as your application progresses.

Why have we developed a new system?
A key part of the new system is the ability for parents to receive updates on their application and ongoing status without delay via email and portal messages.

What about Universal Free School Meals?
Universal Infant Free School meals for pupils in Reception, Y1 and Y2 will continue to be managed by the school and are not managed via the Portal.

Any questions or concerns?
If you have any questions or comments about this new process, please contact the Free School Meal team via freeschoolmeals@worcschildrenfirst.org.uk.

Thank you, and we look forward to receiving your application

The Free School Meals Team, Worcestershire Children First