GREATFIELDS SCHOOL
Dream it. Believe it. Achieve it.

2022-2023
STUDENT INFORMATION BOOKLET

Name:

Date of Birth:

Primary School / Previous School:

Please complete, sign and return to Greatfields School

Pupil Details:

Pupil Forename: _____ Surname: _____

Middle Name: _____ Preferred Name: _____

Gender: Male / Female D.O.B.: ___/___/___

Address: _____

Postcode: _____ Previous School_____

Parent/Carer

1. Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Forename: _____ Surname: _____

Relationship to Student _____

Contact phone number: (1) _____

Contact phone number: (2) _____

Email: _____

Are you happy to be contacted via email as a main form of contact? Yes ☐ No ☐

Parent/Carer

2. Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Forename: _____ Surname: _____

Relationship to Student _____

Contact phone number: (1) _____

Contact phone number: (2) _____

Email: _____

Are you happy to be contacted via email as a main form of contact? Yes ☐ No ☐

Emergency Contact:

3. Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Forename: _____ Surname: _____

Relationship to Student _____

Contact phone number: (1) _____

Contact phone number: (2) _____

Dietary Needs or Allergies:_____

Medical Needs:

Details of condition: _____Medication:_____

Health Care Plan: Yes ☐ No ☐

Medication to be supplied and kept in school office: _____

GP name:_____

Address: _____

Telephone number: _____

Siblings:

Name(s) of any other children you have that attend Greatfields School

Name: _____ Form: _____

Name: _____ Form: _____

First language spoken at home: _____

Other languages spoken: _____

Country of spoken birth: _____

Nationality:_____

Ethnicity:

White	British	☐
	Irish	☐
	Traveller of Irish Heritage	☐
	Any other white background (please specify)	☐
Mixed	White and Black Caribbean	☐
	White and Black African	☐
	White and Asian	☐
	Any other mixed background (please specify)	☐
Asian or Asian British	Indian	☐
	Pakistani	☐
	Bangladeshi	☐
	Any other Asian background (please specify)	☐
Black or Black British	Caribbean	☐
	African	☐
	Any other Black background	☐
Chinese		☐
Any other ethnic background (please specify)		☐
I do not wish an ethnic background category to be recorded		☐

If you have been a UK resident for less than 3 years (please tick) Yes ☐ No ☐

Have you previously been entitled to Free School Meals: Yes ☐ No ☐

CONSENT FORM – PUPIL PERSONAL DATA

***Definition**: Throughout this document, wherever the terms 'we', 'school', 'us' or 'our' are used this refers to Greatfields School and Partnership Learning (the multi academy trust of which the school is part of). Wherever the term 'you' or 'your' are used this refers to a pupil named on the last page of this document.*

During your time with us, we will gather information about you which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the school website.

http://www.greatfieldsschool.com/wp-content/uploads/2018/05/Greatfields-School-Pupil-Privacy-Notice.pdf

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your place at the school. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- the school provides a camera for staff to use if they wish to take any photographs of trips, sporting events or any other school activity;
- the camera will be securely locked away by the office staff and will be signed in and out by staff;
- photographs will be deleted from the camera as soon as they have been stored in a secure, password protected file on the school's server.

When taking photographs staff must be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded; ensure pupils are dressed appropriately; ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose; ensure that all images are available for scrutiny in order to screen for acceptability; be able to justify images of pupils in their possession; under no circumstances will photographs be taken in one to one situations.

We may provide photographs and videos to the media or be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media we have no control over the future use of this media.

Celebrating Your Achievements and Reporting on Events

We are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within our school and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	Yes	**No**
In order to celebrate my achievements I am happy for the school to use: • Photographs of me • Videos of me		
The following information may be used with the above: • Name • Class • Year Group		
I am happy for the following information to be used but only without photographs or videos of me: • Name • Class • Year Group		
I am happy for the information selected above to be used: • On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards • On the intranet • On our websites • On our social media sites • In local news media – newspapers, websites and television • In national news media – newspapers, websites and television		

Promoting the school

We want to be able to promote the school to attract new pupils, and to show the quality of our school. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This could include our prospectus, school website or media.

	Yes	**No**
I am happy for the information selected below to be used for the purpose of promoting the school: • Photographs of me • Videos of me		
The following information may be used with the above: • Name • Class • Year Group		
I am happy for the following information to be used but only without photographs or videos of me : • Name • Class • Year Group		
I am happy for the information selected above to be used: • On the school website • In the schools prospectus		

Paying for Meals

Our school has a system for paying for meals which uses fingerprint recognition. The system works by scanning the finger or thumb with a non-evasive electronic scanner, which passes light over the finger or thumb. Each individual's finger and thumb prints are unique. The Biometric cashless system will store only a section of the print as a unique number and not as an image. This information will be linked to your Parent Pay account in the exact same way a card would be and your account will be charged accordingly. The unique number will be stored numerically, as a set of between 20 and 50 reference points. Each reference point comprises three numbers which are the X and Y co-ordinates and an angle of curve. The system does not store the image of the finger scanned. The stored co-ordinates are only of use in matching part of the individuals print and cannot be used for the purpose of reconstructing a print.

	Yes	**No**
I am happy for my fingerprint to be held by the school for the purpose of paying for meals		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to the school Data Protection Lead at: office@greatfieldsschool.com.

This consent will otherwise continue until you leave the school.

To be signed by parent/guardian if child is under 13 years of age or by pupil if older than 13 years of age.

Student Name:

Date of Birth:

Signed:

Name (if parent/guardian):

Date:

Agreement Form

Please sign to confirm that you have read and support the Home School Agreement and Policies

	√
School Expectations and Ethos	
The School Code of Conduct for students	
School Uniform	
Responsible Internet use	
Pupil Privacy Notice / Parent Carer Privacy Notice	
Pupil personal data consent	
P.E at Greatfields Park	

Parent/Carer Signature:…….. Date:……

Student Signature:…….. Date:……

Interviewer Signature:....…… Date: ……

Section 2 office use only

Proof of address seen	YES ☐ NO ☐	Date: Sign:
Proof of ID seen	YES ☐ NO ☐	Date: Sign: