



Llantarnam Community Primary School

Growing and Learning Together



PLEASE READ CAREFULLY AND COMPLETE EACH SECTION OF THIS DOCUMENT SO THAT THE SCHOOL HAS ALL RELEVANT INFORMATION NEEDED ABOUT YOUR CHILD

FULL NAME OF CHILD

DATE OF BIRTH OF CHILD

HOME ADDRESS

..... POST CODE

NAME(S) & TELEPHONE NUMBER(S) OF PARENT(S)/CARER(S).....

PARENT'S/CARER'S ADDRESS(ES), IF DIFFERENT FROM ABOVE.....

EMAIL ADDRESS(ES): **(please indicate if you do not wish to be added to the newsletter mailing list)**

PLEASE REMEMBER TO UPDATE YOUR DETAILS IF YOU CHANGE YOUR TELEPHONE NUMBER OR ADDRESS

NAME OF PERSON/PEOPLE WHO MAY COLLECT, IF DIFFERENT FROM PARENT(S):

FAMILY PASSWORD FOR COLLECTION

EMERGENCY CONTACT INFORMATION - IN THE EVENT THAT WE NEED TO CALL HOME FOR ANY REASON WE WILL USE THE EMERGENCY CONTACT DETAILS BELOW.

FIRST CONTACT	SECOND CONTACT
NAME	NAME
RELATIONSHIP TO CHILD	RELATIONSHIP TO CHILD
TEL. NO.	TEL. NO.
ADDRESS	ADDRESS
.....
.....

LAST SCHOOL/NURSERY ATTENDED (IF ANY)

NAMES AND D.O.B OF OTHER CHILDREN IN THE FAMILY:

.....
.....
.....

NAME AND ADDRESS OF DOCTOR:

.....
.....

TELEPHONE NO. OF DOCTOR

IS THERE ANY RELEVANT MEDICAL HISTORY THAT THE SCHOOL SHOULD BE MADE AWARE OF?

E.G. ALLERGIES/ASTHMA ETC.

.....
.....
.....

IS YOUR CHILD ALLERGIC TO PLASTERS? **YES/NO**

ARE YOU HAPPY FOR STAFF TO APPLY PLASTERS TO YOUR CHILD IF NEEDED? **YES/NO**

IS THERE ANYTHING THAT UPSETS YOUR CHILD? E.G. THUNDER/PUPPETS ETC.

.....
.....
.....

IS YOUR CHILD ENTITLED TO FREE SCHOOL MEALS? **YES/NO**

FOUNDATION PHASE PUPILS (NURSERY TO YEAR 2) ARE ENTITLED TO FREE SCHOOL MILK

CAN YOUR CHILD DRINK COW'S MILK? **YES/NO**

IS THERE ANY FOOD THAT YOUR CHILD CANNOT EAT? (WE OFFER A RANGE OF FOODS AT SNACK TIME, INCLUDING FRUIT AND VEGETABLES BUT AT TIMES SUCH AS ST. DAVID'S DAY WE MAY HAVE ALTERNATIVES SUCH AS WELSH CAKES)

.....
.....
.....
.....

IS THERE ANYTHING ELSE THAT YOU WOULD LIKE TO INFORM THE SCHOOL ABOUT?

.....
.....
.....
.....

SIGNED DATE

TORFAEN C.B.C REQUIRES ETHNICITY DATA TO BE ENTERED INTO SIMS IN ACCORDANCE WITH REQUIREMENTS FOR STATUTORY RETURNS FOR THE WELSH ASSEMBLY GOVERNMENT. PLEASE COMPLETE ALL SECTIONS, INCLUDING FIRST AND HOME LANGUAGES.

A. ETHNIC BACKGROUND

PLEASE TICK **ONE** BOX ONLY AND INDICATE WHO PROVIDED THE INFORMATION BELOW (PUPIL OR PARENT)

WHITE:

- BRITISH
- IRISH
- IRISH TRAVELLER
- BRITISH GYPSY
- POLISH

ANY OTHER WHITE BACKGROUND (PLEASE SPECIFY)

BLACK:

- BRITISH
- AFRICAN
- CARRIBEAN
- EUROPEAN

ANY OTHER BLACK BACKGROUND (PLEASE SPECIFY)

ASIAN:

- BRITISH
- CHINESE
- INDIAN
- BANGLADESHI

ANY OTHER ASIAN BACKGROUND (PLEASE SPECIFY)

MIXED/MULTIPLE ETHNIC GROUPS:

- WHITE AND BLACK AFRICAN
- WHITE AND BLACK CARIBBEAN
- WHITE AND CHINESE
- WHITE AND ASIAN

ANY OTHER MIXED/MULTIPLE ETHNIC BACKGROUND (PLEASE SPECIFY)
.....

FIRST LANGUAGE

HOME LANGUAGE

SCHOOL USE:

THIS INFORMATION WAS PROVIDED BY:	
PARENT	
PUPIL	

B. NATIONAL IDENTITY

PLEASE TICK **ONE** BOX ONLY AND INDICATE WHO PROVIDED THE INFORMATION BELOW (PUPIL OR PARENT)

(a) WELSH

(b) ENGLISH

(c) SCOTTISH

(d) IRISH

(e) BRITISH

OTHER (PLEASE SPECIFY)

I DO NOT WISH A NATIONAL IDENTITY TO BE RECORDED

SCHOOL USE:

THIS INFORMATION WAS PROVIDED BY:	
PARENT	
PUPIL	



Llantarnam Community Primary School

Growing and Learning Together



HOME SCHOOL AGREEMENT

PUPIL NAME

SCHOOL AGREEMENT	PARENT/CARER AGREEMENT	PUPIL AGREEMENT
<p>The school will agree to:</p> <ul style="list-style-type: none"> • Treat all children fairly and do our best to ensure their happiness and safety. • Provide a broad and balanced curriculum ensuring that all children reach their full potential. • Keep you well informed about general school matters, in particular the progress and any causes for concern for your child. • Be welcoming at all times and offer you opportunities to become involved in school life. • Develop the values-based ethos of Llantarnam community primary school. • 	<p>I/we will agree to:</p> <ul style="list-style-type: none"> • Our child coming to school daily and on time, unless ill. • Contact the school with an explanation if my child is ill. • Support the school by my child wearing full school uniform in line with the school's uniform policy. • Make the school aware of any concerns that might affect my child's learning. • Co-operate with the staff in promoting a positive approach to discipline and following school procedures. • Support my child with learning at home. • Be involved when possible with the life of the school. • Attend parents' consultations to discuss my child's progress. • Support all school policies and follow the values-based ethos of the school. 	<p>I will agree to:</p> <ul style="list-style-type: none"> • Bring the things I need for school every day and look after them properly. • Wear my school uniform and take pride in my appearance. • Follow school rules and behaviour procedures. • Come to school with a positive attitude ready to learn. • Follow the values-based ethos.
<p>Signed: <i>Lf Penalt</i></p>	<p>Signed:</p>	<p>Signed:</p>
<p>Date:</p>	<p>Date:</p>	<p>Date:</p>

Llantarnam Community Primary School

Growing and Learning Together

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Learners and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with GDPR and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the GDPR). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree. **Please read and complete each option below, deleting as appropriate.**

I agree to the school taking and using digital/video images of my child for display purposes within school

YES/NO

I agree to the school taking and using digital/video images of my child for use in school publications e.g. school prospectus/newsletter

YES/NO

I agree to the school taking and using digital/video images of my child for use on the school website and social media accounts e.g. Twitter

YES/NO

I agree to my child having their photograph taken by external organisations, e.g. local newspaper, for media/publicity purposes and understand that the images may be used online and on social media

YES/NO

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by the guidelines above in my use of these images.

Signature of parent/guardian..... Date.....

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Growing and Learning Together

Digital Technologies Acceptable Use Parent/Carer Agreement

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

Young people should have an entitlement to safe internet access at all times; the Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.
- The school will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users.

Parents are requested to sign the permission form below to show their support of the school.

As the parent/carers of the below learner, I give permission for my child to have access to the internet and to digital technology systems at school.

I understand that the school will/has discuss(ed) the acceptable use agreement with my child and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet both in and out of school.

I understand that the school will take every reasonable precaution, including applying monitoring and filtering systems, to ensure that young people will be safe when they use the internet and digital technology systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the digital technology systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Parent/Carers Name:

Learner's Name

Signature of parent/carers

Date



GDPR CONSENT

In accordance with the General Data Protection Regulation (GDPR), which came into effect on 25th May 2018, we must make sure that all of the personal data we hold about you and your child remains secure and is used appropriately while it is being processed, either by us, or other agencies that we work with. We also need to make individuals aware of how their data is used and stored, and ask consent in certain instances where it may be shared with exterior systems. The information below will explain more about those systems.

The school uses Capita SIMS (Schools Information Management System) as our database – this is where we hold all our data about your child. Some systems are linked to SIMS and pull information from this system. These are indicated in the list below. It is vital that the information in SIMS is always kept up to date – **please notify us of any changes e.g. telephone numbers, addresses etc.**

We also share information with the Welsh Government, Torfaen CBC and the EAS (Educational Achievement Service). **Please read the information below carefully and indicate on each section whether or not you give consent. You must inform us if you wish to withdraw your consent.**

Further information regarding how we use this information is in the school's privacy notice – this can be found on our website, or on request from the school office.

SYSTEM	CONSENT	DECLINE
<p>Class Dojo Class Dojo gives families an immediate and personalised look into their child's school day using photos or comments. We share pupil's first names, and parents share their names and email addresses on sign-up.</p>		
<p>SeeSaw We use SeeSaw to keep a digital record of pupil's progress. We may store photographs and videos, which are used for school use only and not shared with third parties.</p>		
<p>GL Assessment We use GL Assessment for English, Reading and Maths assessments. We share pupil names, classes and dates of birth in order for assessments to be standardised.</p>		
<p>Evolve – Educational Visits This system is used to risk assess and record educational visits. Pupil names and classes are stored on this system.</p>		
<p>Google Classroom Google Classroom is used to enhance the children's home learning access. It is linked to the children's individual Hwb accounts, and their username is shared to link the account to the class.</p>		
<p>Professional School Photographers We share pupil names with professional school photographers to enable pupils' photographs to be uploaded to SIMS.</p>		
<p>Parent/carer email address We use parent/carer emails to share the school newsletter, and to contact parents about school related matters. We do not share email addresses with third parties.</p>		
<p>PTA Pupil names are shared with the PTA when compiling lists of children attending PTA events e.g. school discos. The lists are stored in school and are subsequently destroyed.</p>		
<p>Hwb Hwb is a Welsh Government digital learning website. It allows learners access to Microsoft packages and various other software. Hwb is linked to SIMS and takes pupil names and year groups.</p>	Consent is given on a separate form.	
<p>Photograph consent We might take photographs of the children during the school day, during lessons and special events, and may share on social media/school newsletter etc.</p>	Consent is given on a separate form.	

CHILD'S NAME

PARENT/CARER SIGNATURE DATE



Hwb Additional Services for Learners - Parent/Carer Consent Form

Overview

Hwb is an online platform which gives all teachers and learners access to a wide range of bilingual digital tools and resources to support teaching and learning. Many of the resources are available to the public at <https://hwb.gov.wales> and parents/carers are encouraged to visit the website. Hwb is funded and managed by the Welsh Government for the benefit of all maintained schools in Wales.

During 2018/2019 the Welsh Government’s statutory **National Reading and Numeracy Tests** began the transition (over a three-year period) to **personalised assessments**, eventually replacing the current paper-based national tests. All learners must be provided with a secure ‘Hwb login’ in preparation for these online assessments and our school will securely send specific information (as detailed in the Hwb Privacy Notice) to the Welsh Government to facilitate this.

Hwb Additional Services

As well as facilitating the personalised assessments, the Welsh Government offers, through Hwb, additional educational services to every learner. Your child will benefit from online access (on any web connected device) to educational resources including Microsoft 365 (including Word, Excel and Outlook e-mail), Google G Suite for Education, Encyclopaedia Britannica, Just2easy, Flipgrid and other relevant educational tools and resources. The Welsh Government fully supports the use of these educational resources and there is no cost to you or to our school for your child to use them.

In order to enable your child to access these additional services, we need you to give your consent. A video about learner consent is available at <https://hwb.gov.wales/consent>

Giving consent / withdrawing consent – how will this affect my child’s Hwb account?

You may give consent or withdraw consent for **Hwb Additional Services** at any time.

If you tick box (a) below and sign to give your consent:

- We will enable your child to have access to all the Hwb Additional Services. This will involve Welsh Government securely sharing limited information about your child with its service providers, including Microsoft and Google for Education, in order to create a secure account to enable them to access the additional services (see the **Hwb Privacy Notice** at <https://hwb.gov.wales/privacy> for more details).

If you tick box (b) below and sign to indicate that you **do not** give your consent:

- We will still securely share specific information about your child with Welsh Government, and some of its service providers, in order to set up a secure log-in for the Hwb platform to facilitate personalised assessments. However, your child **will not be able to access Hwb Additional Services**. Please contact your child’s class teacher to discuss further.

Hwb - for more information about Hwb and how information about your child is used, please visit <https://hwb.gov.wales>, <https://hwb.gov.wales/termsandconditions> and <https://hwb.gov.wales/privacy>.

Personalised Assessments - for more information please visit <https://hwb.gov.wales/personalised-assessments>.

Parent/Carer Consent (Hwb)

Llantarnam Community Primary School

Please tick the appropriate box below, complete the details and return to the school office as soon as possible.

- (a) I consent to my child accessing **Hwb Additional Services**
- (b) I **do not** consent to my child accessing **Hwb Additional Services**

Learner’s Name:..... Learner’s Year Group:.....

Signed: Date:

Please print your name:

Please indicate your relationship to the learner: