

# Parental Consent Form

Please read the **Parent Information** attached prior to completing this form.

As part of our commitment to your child's education, safety and updated General Data Protection Regulations, we require you to complete this consent form in relation to the aspects listed within the booklet.

**Please tick each box as required:**

**Local Educational Visits Consent – Whole School Life**

I consent to my child to be taken out of the school grounds within the local vicinity.

**Privacy Notice**

I have read and understood the terms.

**Acceptable Use Policy Agreement**

I agree with the Acceptable Use Policy as contained within the Information attached.

**Please note that without consent your child CANNOT access the internet within school**

**Use of Digital Video/Images**

As the parent/carer of the named child, I **agree** to the school taking and using digital/video images of my child. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school. **Please tick this box if you CONSENT to your child's photograph appearing on the school website, School newsletters and other occasional media.**

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 set out in the information attached.

**Use of Apps, website and other software where Personal Data maybe shared**

We use these apps/sites regularly to support your child's education and we require you to tick each box individually to indicate your agreement they can be accessed by your child.

**Please note: If consent is not provided, your child will NOT be able to access the software.**

Please tick boxes below:

Espresso (*online video bank*)

Tapestry (Learning journal) Year R

TTRockstars (*Times tables*)

Renaissance (Literacy)

MyMaths (*Maths*)

Prodigy (maths)

Spag.com (Spellings)

Active Learn

Tagul (Word clouds)

Skoolbo

Beebots (Computer Programming)

Sumdog (*Maths*)

Child's Name

Class

.....

Parent/Guardian Name

.....

Signed

Date

.....

**Please return to the school office by Friday 11th May 2018 – Thank you.**



# Local Educational Visits Consent

## Whole School Life

Throughout your child's education the school organises a number of routine visits and journeys away from the school site as part of the children's learning experiences. Such visits take place during the school session times and will be in the local area.

The purpose of the consent form is to enable parents/guardians of children at the school to give permission for their child to participate in visits and activities away from the school during the day. This consent will allow your child to leave site for a supervised local visit, examples of which are:

- Visits to the local park
- Welly Walks & walks in the locality
- Visits to the Village Hall
- Visits to Sparkford Copse
- Visits to the local shop
- Visits to St Barnabas Church

## Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils 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 the Data Protection Act 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 surnames.

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 Data Protection Act). 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 pupils in the digital/video images.

Parents/carers are requested to sign the parent consent form to allow the school to take and use images of their children.

# Pupil Acceptable Use Policy Agreement

## Countess Gytha Primary School

### Pupil Acceptable Use Policy for Internet, Learning Environment and E-mail

The Internet offers both educational and social opportunities for our children. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

1. Pupils must obtain the **permission of parent(s)/guardian(s)/carer(s)** before they can be allowed to use the Internet including a Virtual Learning Environment or Educational Apps. The Parental Permission Form must be signed and returned to the school.
2. Pupils must only use the school computer systems for those activities and services which they have been given permission to use and under the **appropriate supervision** of a member of staff.
3. The Internet will be used within school to **support children's learning** both formally (within taught lessons) and informally (outside taught lessons). Informal use is at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites.
4. Pupils must only use the user name and password they have been given. A personal user name and password is only shared with the class teacher and a parent, guardian or carer. Pupils will be taught to **respect the privacy** of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
5. Pupils should not download and use material or copy and paste content which is **copyright**. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet. No **material from home** should be used on systems in school unless the media it is on has been virus scanned.
6. The Internet access provided in Somerset Primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. **Under no circumstances should pupils attempt to search for, view, upload or download any material that is likely to be unsuitable** for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
7. Pupils will be encouraged to **maintain a balance** between the use of electronic communication and face to face communication with their peers.
8. Parents are asked to **explain the importance** to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this "Acceptable Use Policy", parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

# Countess Gytha Primary School

## Parental Permission for Pupil use of Internet Facilities at School

The Internet provides information and opportunities for communication and collaboration to support children's learning. Appropriate behaviour is essential to develop and maintain use of communication tools that are beneficial to learning. As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your son/daughter to use the Internet facilities safely, responsibly and securely. A copy of the school's Acceptable Use Policy is attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and parents of each pupil using the Internet must agree to the Acceptance Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Provides the latest information on Internet sites, mobiles and new technology together with resources to help you support your child. It also provides a link for reporting any concerns you may have about content on the Internet.

**The permission form on the first page must be completed, signed and returned to the school for our records. Use of the Internet and/or Learning Environment and/or Educational Apps will be withheld unless this has been done.**

## Apps, Website and Software



### Espresso – Online Video Bank

**Student data recorded: None**

Discovery Education provides high-quality, dynamic, digital content to primary and secondary schools across the United Kingdom. Discovery Education offers a wide range of digital media content that is immersive, engaging and brings the world into the classroom to give children a chance to experience fascinating people, places and events. The content is aligned to current curriculum requirements and is created and curated by experienced educational professionals. For more information please visit:

<https://www.discoveryeducation.co.uk/what-we-offer/discovery-education-espresso>



**MyMaths.co.uk**

### MyMaths – Maths

**Student data recorded: Name**

MyMaths is an interactive online teaching and homework service written by experienced teachers for all the UK National Curriculum. Developed for teaching, practicing and assessing children's maths ability across the school. Each interactive lesson that is paired with online homework means you can easily allocate matching homework and quickly assess the impact of each lesson. For more information please visit:

<https://www.mymaths.co.uk/index.html>



## Sumdog – Maths

**Student data recorded: Name**

Sumdog’s educational games are used in thousands of schools worldwide. They motivate children to work on maths, reading and writing. As children play our educational games, they answer questions – each one personalised to their own needs. It gets to know each child, guiding their learning, while reporting back to parents on their progress through curriculum. It’s great for motivation, when you move on to a new skill, you can still use your favourite game to work on it. For more information please visit:

<https://www.sumdog.com/>



## TTRockstars – Times Tables

**Student data recorded: Name**

Times Tables Rock Stars is a carefully sequenced programme of daily times tables practice. Each week concentrates on a different times table, with a recommended consolidation week for rehearsing the tables that have been practiced. This format has very successfully boosted times tables recall speed for hundreds of thousands of pupils. For more information please visit:

<https://trockstars.com/home>



## Tagul – Word Clouds

**Student data recorded: None**

Tagul is an online word cloud generator that enables you to create amazing and unique word cloud art with ease. A word cloud is a visual representation of the number of times each word in a transcript is used, the higher the frequency the larger

the word is printed. For more information please visit:

<https://Wordart.com>



## Tapestry – Learning Journal Pre-School & Year R only

**Student data recorded: First and surnames, DOB, Photos**

Learning Journals and special books have grown in popularity over the last decade, offering early years settings a way to record the special moments of their children, and to keep parents involved in a partnership as their children blossom and grow. More recently they have been used in conjunction with the developmental stages and milestones to assess more formally how children are progressing. For more information please visit:

<https://tapestry.info>



## Beebots

### Student data recorded: First name only

Bee-Bot is an exciting little robot designed for use by young children. This colorful, easy-to-operate, and friendly little robot is a perfect tool for teaching counting, sequencing, estimation, problem-solving, and just having fun! <https://www.bee-bot.us/>



## Prodigy

### Student data recorded: Name only

With engaging math's games and a diagnostic test to place students in the correct grade, embedded assessments, and automatic differentiation, Prodigy ensures that each of our students succeed at their own pace. <https://www.prodigygame.com/>

## RENAISSANCE®

## Renaissance

### Student data recorded: Name only

Helping to master essential early literacy skills including vocabulary, phonics, language and numeracy. Creating assessment and practise solutions to help students' abilities and improve academic outcomes. <https://www.renaissance.com/>



## Active Learn

### Student data recorded: Name only

Encompassing Bug Club, Rapid Reading, Abacus and Power Maths to name a few of the resources available on Active Learn, supporting pupils with their learning. <https://www.activelearnprimary.co.uk>



## Skoolbo

### Student data recorded: Name only

Skoolbo is a full curriculum learning program for four to ten-year-olds. Children are immersed in an incredible learning world and are highly motivated by the inbuilt rewards. Subjects include Reading, Writing, Numeracy, Languages, Science, Brain Games and more. <https://skoolbo.com/>

# Countess Gytha Primary School

## Pupil Privacy Notice

### Why do we collect and use pupil information?

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Childrens Act 2014.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be seen at: [https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

### Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS & NHS screening programmes such as: hearing & eye testing & immunisation programmes

### Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our



policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for

which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Lisa Goodland (Data Protection Lead) [office@countessgytha.somerset.sch.uk](mailto:office@countessgytha.somerset.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Ian Gover, School Development Officer, Somerset LA – [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)