*Aim High …. Fly High*

June 2020

Dear parents / carers

At Duxford CofE Community primary school we are required to keep and process certain information about our pupils in accordance with our legal obligations under the General Data Protection Regulation (GDPR). We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. We have to process personal data in order for our school to run properly, and to fulfil our official functions as set out in law.

We may, from time to time, be required to share personal information about our pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children’s services.

We use information about your child in a number of different ways, and we would like your consent for some of the ways we use this personal data. We set these out in more detail in the permission leaflet.

If you are not happy for us to use information in the ways we list below, that’s not a problem – we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing office@duxford.cambs.sch.uk, calling the school on 01223 712108 or just popping in to the school office.

If you have any other questions, please get in touch.

Yours sincerely

Mrs Suzanne Blackburne-Maze

Headteacher

**Parental Consent Form**

|  |  |
| --- | --- |
| Pupil |  |
| Name |  |
| Year |  |
| Class |  |

|  |  |
| --- | --- |
| **Parent/carer** |  |
| Name |  |
| Relationship to pupil |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |

*Please indicate whether you have given your consent in each case by ticking the box on the right-hand side; and sign and date the form on the last page.*

|  |  |
| --- | --- |
| **Off-site activities**  *I give my permission for my child to take part in:* | Tick |
| Supervised visits/sports events to local destinations during the school day. (Information letters will be sent in advance) |  |
| Local walks  (Information letters will be sent in advance) |  |

|  |  |
| --- | --- |
| **Communication**  *I give my permission for the school to use my email address to send:* | *Tick* |
| weekly newsletters |  |
| letters from class teachers |  |
| Information / reminders about school activities sent from the school office |  |

|  |  |
| --- | --- |
| **Food Activities**  *Food activities are part of our curriculum, I give permission for my child to:* | *Tick* |
| sample all foods |  |
| sample all foods except the following (please list food not to be eaten) |  |

**Emergency release**

*I give my consent for the school to contact the following people in the event of an emergency or illness and for my child to be released to them, if I cannot be contacted:*

|  |  |
| --- | --- |
| **Person 1** | |
| Name |  |
| Address |  |
| Relationship to pupil |  |
| Contact number |  |

|  |  |
| --- | --- |
| **Person 2** | |
| Name |  |
| Address |  |
| Relationship to pupil |  |
| Contact number |  |

**I confirm that I have sought the permission from the people named above and they agree that Duxford CofE Community Primary School may hold their contact details.**

**Signature ………………………………………**

**Use of information and image (including photographs and video recordings)**

|  |  |  |
| --- | --- | --- |
| *I give my permission for my child’s:* | *Yes* | *No* |
| Image to be used as part of school wall displays/class activities. |  |  |
| Image (not named) to be used on the school website. |  |  |
| Image (not named) to be used in external media, e.g Local newspaper press release, village magazines. |  |  |
| Image to be included in the School’s annual class/whole school photographs. |  |  |
| Image to be included in the School’s annual individual photographs. |  |  |
| Image to be used in the school newsletter. |  |  |
| Image to be used in printed materials, for example, the school prospectus |  |  |
| Image to be used on social media, for example Twitter. |  |  |

**In returning this form, I agree that any photos or other images that I take at school events which include images of children other than my own child(ren) will be for my personal use only and that I will not publish the images on social or other media.**

*The information in this form will be used throughout your child’s time at school. You may withdraw your consent at any time by contacting the school. If we do not receive written consent, we have to assume that no consent has been given.*

*We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule for pupil information sets out how long we keep information about pupils.*

*Please sign and date the form before returning it to the School Office*.

Signed: ................................................................................ Date: .................