**St Mary’s Catholic School**

**Benton Park Road, Newcastle upon Tyne, NE7 7PE Tel: 0191 2153260**

At St Mary’s Catholic School, we aim to provide a positive, aspirational learning environment to support all our students in improving their life chances. In order to achieve this we need to work in partnership with parents, students, governors, the Local Authority and carefully selected outside agencies. We are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) and the personal data we hold is used to support teaching and learning, monitor and report on your child’s progress, provide appropriate pastoral care and assess how well your child is doing.

Due to new GDPR regulations with effect from May 2018, schools must now be clear about what information is being collected and explain why. We collect emergency contact information including names, addresses, mobile numbers and email addresses from you. In order to continue to improve standards of communication, we may communicate school information via email, SMS text messaging and smartphone app based push notifications. We also collect ethnicity information, special education needs, meal preferences and travel arrangements for use in the Annual School Census and Local Authority data captures. Furthermore, we collect medical information and food allergy information in order to provide appropriate care within school.

We take your privacy seriously and data is only used in conjunction with providing the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents. We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. However, we are required by law to pass some of your information to the Local Authority (LA) and the Department for Child, School and Families (DCSF).

|  |  |  |
| --- | --- | --- |
| **Student’s Surname** | **Student’s Forename(s)**  (please bold the name usually used) | |
| Date of Birth | | Sex |
| Home Address | | Home Tel No |
| Student’s Mobile No |
| Postcode: | | Previous School |

­­­­Please give below the name and address of each of the **student’s parents or carers**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title |  | Name | Title |
| Address | |  | Address | |
| Postcode: | |  | Postcode | |
| Relationship to Student | |  | Relationship to Student | |
| Email address | |  | Email address | |
| Home No | |  | Home No | |
| Mobile No | |  | Mobile No | |
| Work Tel No | |  | Work Tel No | |

***Please indicate which parent/carer the child lives with (if this is appropriate) by placing and asterisk (\*) against the name(s).***

***Letters home will only be addressed to that person unless otherwise stated here.***

**Alternative Emergency telephone number** to use when parents can’t be reached during school hours on the above numbers, e.g. relative, neighbour

|  |  |
| --- | --- |
| Name | Title |
| Address | |
| Relationship to Student | |
| Home No | |
| Mobile No | |

Name of any brothers or sisters already attending St Mary’s Catholic School

|  |  |  |
| --- | --- | --- |
| **Student’s name** | **DOB** | **Reg Group** |
| **Student’s name** | **DOB** | **Reg Group** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Photograph Permission**

As you will be aware, our students are at times involved in certain events both in and outside of school where we may wish to take photographs of student participation. These positive images of St Mary’s student life may be used in a variety of ways including school displays, presentations, school prospectus, newsletter and as part of our website.

Please tick if you **do not** give permission for your child’s photograph to be taken by the school and be used in

any publications:

Youth Support Services Permission. When a student reaches age 13, by law the school must pass on certain information to the provider of Youth Services. This includes name, address, date of birth and parents or carers name and address. You can request that no further information is passed on. Please tick the box if you request no further information is passed to the service.

Signed ­      (Parent/Carer) Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OPTIONAL INFORMATION**

The Department for Education request the following **Ethnicity Statistics** on students: *(please X the appropriate box)*

I choose not to supply this information.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | **Ethnic Origin** | | | | | | | |
| White – British |  | Bangladeshi | | |  | White – Irish |  |
| White and Asian |  | Black – African | | |  | Any other White background |  |
| White and Black African |  | Black Caribbean | | |  | Any other Asian background |  |
| White and Black Caribbean |  | Chinese | | |  | Any other Black background |  |
| Indian |  | Gypsy/Roma | | |  | Any other ethnic group |  |
| Pakistani |  | Traveller of Irish Heritage | | |  | Any other mixed background |  |
| 2. | **Home Language** | English | |  |  | | | |
| Other | |  | Please specify: | | | |
| 3. | **Religion** | Christian | |  |  | | | |
| Other | |  | Please specify: | | | |
| 4. | **Nationality** | British | |  |  | | | |
| Other | |  | Please specify: | | | |

a) **Is the child in the care of a Local Authority?** Yes / No b) **Is your child adopted from care?** Yes / No

Does your child have a Statement of **Special Educational Needs**? Yes / No

**Any other information you would like us to know:**

**Please complete this form by return and send it to St Mary’s school office.**