

## Student & Family Information Form

Dear Parent / Guardian,

In order for us to help you and your child better would you please complete this questionnaire, as fully as possible, for our records. I assure you that all information held is covered by the Data Protection Act and that you may access the information upon demand. It is also held in strict confidence where appropriate.

Thank you for your kind co-operation.

**KAREN DWYER-BURCHILL - HEADTEACHER**

<b>Pupil Information</b>	
Pupil's First Name	
Pupil's Surname	
Other Name(s)	
Date of Birth	
Gender	
Full Address	
Pupil's Ethnicity	
Pupil's Religion	
Pupil's Home Language	
Name of previous school(s)	
Local Authority in which pupil lives <i>(e.g. Barnet, Brent, Enfield, Haringey, Islington ....)</i>	

<b>Parent/Guardian Information – 1<sup>st</sup> Contact</b>	
Parent/Guardian First Name	
Parent/Guardian Surname	
Mr / Mrs / Ms	
Full Home Address	
Mobile Number	
Home Telephone Number	
Work Telephone Number(s)	
Email address	
Relationship to pupil	

<b>Parent/Guardian Information – 2<sup>nd</sup> Contact</b>	
Parent/Guardian First Name	
Parent/Guardian Surname	
Mr / Mrs / Ms	
Full Home Address	
Mobile Number	
Home Telephone Number	
Work Telephone Number(s)	
Email address	
Relationship to pupil	

<b>Medical Information</b>	
Doctor's Name	
Doctor's address	
Doctor's Telephone Number	
If the pupil suffers from medical conditions, please give details <i>(e.g. asthma, diabetes, epilepsy, etc)</i>	
Allergies	
Details of prescribed medication	

<b>Pupil's Dietary Requirements</b>	
Allergies / Intolerances	
Religious Requirements <i>(e.g. Halal)</i>	
The pupil will eat the lunch provided by the school	YES / NO
A packed lunch will be provided by the parent/guardian	YES / NO

<b>Pupil will Travel to/from School by</b>	
Parent/Guardian Car	YES / NO
Local Authority Transport	YES / NO
Public Transport	YES / NO

Date form completed:



## Consent Form

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**Name of Student:**

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### **Trips and Education Visits**

At Edith Kay School we recognise the value of social learning opportunities that are provided by excursions out of School. All education trips and visits will be undertaken following rigorous risk assessment and will be appropriately staffed. No students are permitted to leave the school unaccompanied unless specific permission has been granted by parents or carers beforehand. Even where permission has been granted, the Headteacher retains the right to refuse the student permission to leave if deemed unsafe.

Please read the following carefully and tick the boxes that apply:

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I give my permission for my child to participate in trips within the local community, for example to the library, leisure centre or local shops	<b>YES</b>	<b>NO</b>
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I give my permission for my child to participate in excursions that are further afield, for example day trips to places of education interest, for example museums and theatres	<b>YES</b>	<b>NO</b>
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### **Photographs**

We emphasise that no pictures of our students should be placed on social media at home or at school. However, on occasion, we record students' progress photographically and we would like to share this with you.

Please read the following carefully and tick the boxes that apply:

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Pictures of my child may be sent to me electronically	<b>YES</b>	<b>NO</b>
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Pictures of my child may be used on the school's website	<b>YES</b>	<b>NO</b>
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Pictures of my child may be used in promotional materials such as the school brochure/social media	<b>YES</b>	<b>NO</b>
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Pictures of my child in a group may be shared with parents who children appear in that group.	<b>YES</b>	<b>NO</b>
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**Sharing Information with Professionals**

We have a statutory duty for the care of our students. So as to effectively meet their needs, it is sometimes necessary to share information with other professionals involved in their care; for example, those involved in their Annual Review such as Educational Psychologists, Health Care Professionals and Social Workers. This is not an exhaustive list.

Every student has unique needs, and a range of different professional services are involved, please read the following carefully and tick the boxes that apply:

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I give my permission for information about my child's needs and progress to be shared with appropriate professionals and services **YES** **NO**

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I would particularly like information to be sought from and share with the following professional services:

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**Relationships and Sex Education and Health Education**

From September 2021, it has become obligatory for all secondary schools to teach Relationships and Sex Education and Health Education to all students. This covers topics such as puberty, safer relationships and respect for self and others.

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**Consent for staff at Edith Kay School to give medication to your child**

There may occasions when your child needs to be given medication. The school requires your written consent to be able to give medication to your child.

Note: Prescribed medication must be provided by the child's family along with written instructions of how and when your child should be given it.

I give my consent for staff at Edith Kay School to give my child paracetamol when required (e.g. for a headache)	<b>Yes</b>	<b>No</b>
I give my consent for staff at Edith Kay School to give my child prescribed medication, which I will provide to the school if necessary	<b>Yes</b>	<b>No</b>

<b>Name of Parent:</b>	
<b>Signed:</b>	
<b>Date:</b>	