*This form should be completed by the parent or by those who have parental responsibility or day-to-day care of the child. Please keep school informed of any changes to this information, such as new mobile telephone numbers, change of address etc.*

**Basic Details:**

|  |  |
| --- | --- |
| Legal Forename |  |
| Middle Name(s) |  |
| Legal Surname |  |
| Preferred Surname |  |
| Preferred Forename |  |
| Date of Birth |  |
| Sex |  |
| Gender Identity |  |
| Country of Birth |  |
| Ethnicity |  |
| Nationality |  |
| Religion |  |
| **Address**  ***\*****Please include both addresses if student lives at more than one address* |  |

**Contact Details:**

|  |  |  |
| --- | --- | --- |
|  | **Parent/carer 1** | **Parent/carer 2** |
| Surname |  |  |
| Forenames |  |  |
| Address |  |  |
| Key Worker\* |  |  |
| Mobile Number |  |  |
| Work Number |  |  |
| Email |  |  |
| Relationship to child |  |  |
| Parental responsibility held |  |  |
| Can this person collect the child from school |  |  |

\*[In the UK, a **key worker is an essential employee who works in the private or public sector in a profession that is considered to be essential to society**](https://www.bing.com/ck/a?!&&p=c533c179f4a1beccJmltdHM9MTcwMTMwMjQwMCZpZ3VpZD0yYjgzNjViMS1jYTQ5LTYzZWEtM2Y3ZC03NzQ5Y2I4OTYyZTgmaW5zaWQ9NTcxMQ&ptn=3&ver=2&hsh=3&fclid=2b8365b1-ca49-63ea-3f7d-7749cb8962e8&psq=What+classes+as+a+key+worker+in+the+uk&u=a1aHR0cHM6Ly93d3cuYmV0dGVydGVhbS5jb20vdWsvd2hhdC1pcy1hLWtleS13b3JrZXI&ntb=1). [The UK government has defined which groups of staff are considered Key Workers or Critical Workers for schooling purposes, with the following definitions](https://www.bing.com/ck/a?!&&p=4113c94806013f3cJmltdHM9MTcwMTMwMjQwMCZpZ3VpZD0yYjgzNjViMS1jYTQ5LTYzZWEtM2Y3ZC03NzQ5Y2I4OTYyZTgmaW5zaWQ9NTcxMw&ptn=3&ver=2&hsh=3&fclid=2b8365b1-ca49-63ea-3f7d-7749cb8962e8&psq=What+classes+as+a+key+worker+in+the+uk&u=a1aHR0cHM6Ly9lbi53aWtpcGVkaWEub3JnL3dpa2kvS2V5X3dvcmtlcg&ntb=1):

* Health and social care
* Education and childcare
* Key public services
* Local and national government
* Food and other necessary goods
* Public safety and national security

|  |  |
| --- | --- |
| Are the parents separated? | Yes/No\* |
| If parents are separated, please advise who the student lives with |  |
| Is Student from a Single Parent Family? |  |
| Who is to be contacted 1st in case of emergency? |  |

*\*Please delete as appropriate*

**Emergency Contacts**

Please include Parents / Carer’s listed on contact details form.

*Contact 1*

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

*Contact 2*

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

*Contact 3*

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

*Contact 4*

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

Collection details:

|  |  |
| --- | --- |
| Collection Password\* |  |

\****Please note that all students need a collection password***

Please included all details for who can collect your child from School

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

|  |  |
| --- | --- |
| Name |  |
| Mobile |  |
| Work |  |
| Email |  |
| Relationship to child |  |
| Preferred method of contact |  |

**Dietary:**

*Dietary* Requirement

|  |  |
| --- | --- |
| No Fish |  |
| No Processed Food |  |
| No Mushrooms |  |
| No Tomatoes |  |
| Artificial Colouring Allergy |  |
| Gluten Free |  |
| Halal |  |
| Kosher Foods Only |  |
| No Beef |  |
| No Dairy Produce |  |
| No Ham |  |
| No Nuts of any type |  |
| No Pork |  |
| Seafood Allergy |  |
| Vegetarian |  |
| Other |  |

All children are expected to stay for a school lunch. For children in classes up to and including Year 2, lunch is provided free of charge. If a child in Reception class, Year 1 or Year 2 wants to go onto packed lunches, then agreement must first be sought from the Headteacher. For all other year groups, two weeks’ notice must be given before a child can move off school dinners and onto a healthy packed lunch option. Packed lunches will be supervised to ensure they meet the healthy and balanced guidelines provided by the Trust and DfE. Please see school policy regarding school lunches.

If you are in receipt of certain benefits, you may be entitled to Free School Meals for your child. Please ask the office for more details.

**Medical**

|  |  |
| --- | --- |
| NHS Number |  |
| Medical Practice |  |
| Medical Practice Phone number |  |
| Dr’s Name |  |

*Pre-existing Medical Conditions*

|  |
| --- |
|  |

**Language:**

*\*Please complete this section even if your child only speaks English*

|  |  |
| --- | --- |
| Language |  |
| Proficiency |  |
| Native Language | Yes/No\* |
| Speaks Language |  |
| Reads Language |  |
| Writes Language |  |
| Is Spoken at Home |  |

|  |  |
| --- | --- |
| Language |  |
| Proficiency |  |
| Native Language | Yes/No\* |
| Speaks Language |  |
| Reads Language |  |
| Writes Language |  |
| Is Spoken at Home |  |

|  |  |
| --- | --- |
| Language |  |
| Proficiency |  |
| Native Language | Yes/No\* |
| Speaks Language |  |
| Reads Language |  |
| Writes Language |  |
| Is Spoken at Home |  |

|  |  |
| --- | --- |
| Language |  |
| Proficiency |  |
| Native Language | Yes/No\* |
| Speaks Language |  |
| Reads Language |  |
| Writes Language |  |
| Is Spoken at Home |  |

|  |  |
| --- | --- |
| Language |  |
| Proficiency |  |
| Native Language | Yes/No\* |
| Speaks Language |  |
| Reads Language |  |
| Writes Language |  |
| Is Spoken at Home |  |

***\*Please delete as applicable***

**Parental Consent:**

*Name of Parent/carer*

*Signature of Parent / Care*

*Date*

|  |  |  |
| --- | --- | --- |
| Items | Give my Consent | Do not give my Consent |
| Permission from trained School Staff to administer first aid |  |  |
| Permission to use plasters in first aid |  |  |
| Calpol / Paracetamol |  |  |
| Antihistamine / Piriton |  |  |
| Nettle Sting Cream |  |  |
| Bee / Wasp String Cream |  |  |
| Inhaler – Salbutamol Reliever 10 |  |  |
| Permission for school to administer medication in School and on Trips |  |  |
| Local Walks in the Local Authority Area |  |  |
| School Visits outside of Local Authority Area |  |  |
| Permission for School to transport pupils in Staff vehicles when necessary |  |  |
| For my contact details to be used, text, e-mail, online learning platforms |  |  |
| Take my child to place of worship |  |  |
| Allow the use of photographs/video of my child on school premises\* |  |  |
| Allow the use of photographs with School publications e.g. newsletters\* |  |  |
| Allow the use of photographs/videos of my child on school website\* |  |  |
| Allow the use of photographs/videos of my child on the school’s social media pages e.g. Facebook, Instagram, Twitter |  |  |
| Allow the use of photographs of my child in the local press\* |  |  |
| Allow the use of photographs of my child in the national press\* |  |  |
| Allow my child under supervision to use the internet in School |  |  |
| Allow my child under supervision to use the internet at another place of Study |  |  |
| Provide the School with Secondary School of your child’s personal choice |  |  |
| Permit the School to use my child’s full name for school leaving reasons |  |  |
| Allow my child’s full name to be used for to be given to parents for birthday invitations |  |  |
| To use the parental contact information provided in this form to communicate as necessary, e.g. text message, email or phone call |  |  |

**Free School Meals (FSM) Entitlement Verification Check**

School Name: **St Leonard’s Catholic Primary School** School Postcode: **SR3 2BB**

Name of pupil(s): Year Group:

Forename of parent/carer:

Surname of parent/carer:

Address of parent/carer:

Postcode:

Date of birth of parent/carer:

National Insurance Number of parent/carer:

Or

Asylum Seekers Reference Number (9 digit number):

**Parent/Carer**

I hereby give consent to a check for Free School Meals eligibility, using the Online Free School Meals System service which includes data from HMRC and DWP.

Parent/Carer signature: …………………………………………… Date: ……………….

**Thank you – Please return this form to the school that your child attends**

By signing, I confirm I understand how my data will be processed for the purposes of checking eligibility for Free School Meals.

|  |
| --- |
| **GDPR notes and consent statements** |
| Bishop Chadwick Catholic Education Trust is registered as a ‘data controller’ under the Data Protection Act as we collect and process personal information about you (this applies to Trust staff and members of the public). Our registration number is ZA179577.  We must comply with GDPR regulations regarding processing the information you provide for a Free School Meal check. We must ensure that any personal data we receive is processed and completed in compliance with GDPR regulations. The personal data we collect from you on this form will be used for the specific purpose of completing the mandatory Free Schools Meals entitlement verification check.  The lawful basis for processing this data is Legitimate Interest.  In order to fulfil our Public Task of checking the eligibility of pupils for Free School Meals we use Parent Pay who then shares information with HMRC, DWP and the Home Office. This checking process is carried out under the lawful basis of legitimate interest. Further information about how the various parties to this arrangement process your personal data can be accessed via their websites as follows:  [ParentPay - Leading Cashless Payment System for Schools](https://www.parentpay.com/)  [HM Revenue & Customs - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/hm-revenue-customs)  [Department for Work and Pensions - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/department-for-work-pensions)  [Home Office - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/home-office)  We will retain the data you provide in this form until your child(ren) leaves our school.  Further information about how BCCET processes your personal data can be found in our Privacy Notice: [Privacy Policy - Bishop Chadwick Catholic Education Trust (bccet.org.uk)](https://bccet.org.uk/privacy-policy/) |