



Saundersfoot Community Primary School

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Headteacher: Mr. N Allen

Parental Permission Document

This permission document will cover the academic year 2015/2016 only.

Child's Name: _____ **Class:** _____

Address: _____

We are committed to preserving the privacy of our children, parents/guardians and staff and to complying with the Data Protection Act 1998. To achieve this commitment the personal information that we hold is collected and used fairly, stored safely and not unlawfully disclosed to any other person. The first priority at all times is the avoidance of harm or distress to individuals.

In order to operate efficiently, we have to collect and use information about children, parents/guardians and staff. This personal information is handled and dealt with properly, no matter how it is collected, recorded and used, and whether it is on paper, in computer records or recorded by any other means.

To ensure that our data is accurate and complete we are asking for you to update us with the information below. Many thanks for your cooperation with this.

Please complete and tick each statement where necessary.

Text Messaging / Email Service

We are considering an alternative communication service within our school to inform you of events, trips, reminders, clubs, cancellations etc. Would you be interested in this type of service being available?

Yes **No**

Please tick your preferred choice from the following list (select one):

Text Messaging Service **Facebook** **Twitter** **School Website**

Hwb+ **Other (please state)** _____

If we go ahead with an alternative service please can you provide the following information which we will use as the primary contact for your child.

Name: _____ **Relationship to Pupil:** _____

Mobile Phone Number: _____

Email Address: _____

Educational Visits

During the school year all classes, particularly those in the Foundation Phase, will experience a number of educational visits. The nature of these will vary from class to class but most are linked to the project being followed in that particular year group.

This permission will enable us to take children on local visits and walks without asking for individual permission forms to be filled in each time. These trips will only involve the local vicinity and risk assessments are completed beforehand as usual. Adequate adult/pupil ratio will be maintained at all times.

I give permission for my child to take part in any visits in the vicinity of the school (i.e. Saundersfoot village) for educational purposes.

Yes **No**

I understand the class/group will be appropriately supervised.

Allergies / Food

My child is allergic to (food or products): _____

How does the allergy present itself? _____

I give permission for my child to eat/handle various foods during school activities.

Yes **No**

However my child should not eat: _____

Antihistamine / EpiPen required? **Yes** **No**

Photographs, Video and the Internet:

On our school website and in local newspapers photographs will not be captioned with the children's full names. We will only use first names. Personal details of children such as e-mail address, home address and telephone number will not be revealed. We will only use general shots of classroom or group activities on the website.

The taking of visual and video recorded images during school activities is not prohibited by the School as long as these are taken for **personal** use and not uploaded onto the internet, including Social Media for example Facebook.

The school recognises that some parents may have very good reasons to be concerned that their child may be photographed or filmed and are encouraged to speak to the Headteacher who will take advice on whether inclusion in a photograph/video might pose a risk to a child.

The school will deal with such situations sensitively and discuss how best to resolve the situation. The aim would be to try and avoid the child being excluded from such activities but the welfare of that child and the rest of children need to be taken into account.

Photographs

Occasionally, a press photographer will take images of the pupils for publicity or information purposes. The school will ensure that pupils whose parents have not given the relevant permission will not appear in such images. In addition, the school will not release full names of pupils to the press i.e. first name and surname.

On occasions, the school may submit images taken in school to the press for similar purposes and the same guidelines will be followed.

I agree to my child being photographed by local newspapers for the purpose of illustrating a report on a school event and for the school to release their first name only.

Yes **No**

Video Recording

I give permission for my child to be videoed in any school production/event by the School or by other parents for home entertainment purposes.

Yes **No**

School Website

I agree to photographs of my child to be uploaded onto the school website.

Yes **No**

Internet

I give permission for my child to use the internet in school. I understand this will be via Pembrokeshire County Council’s Intranet and therefore unsuitable sites are inaccessible.

Yes **No**

There are forms which will be issued separately which cover Pupil and Parent Acceptable Use of the Internet which are to be read and signed every year.

Medical and First Aid

We would like to ensure that our data on children’s medical needs are regularly updated.

General Practitioners (G.P / Doctor) name: _____

General Practitioners (G.P / Doctor) address: _____

Dentist name: _____ Dentist address: _____

Medical issues: _____

Medication required: _____

Do staff need to administer medication? **Yes** **No**

Should your child need medication you will need to complete an administration of medicines permission form which is available from the School Office.

We have staff trained in first aid. In the event of accidents we will administer First Aid to your child when necessary?

Asthma

If your child suffers from asthma please ask in the School Office for an asthma care plan card.

My child suffers from asthma and might need to use inhalers during the school day.

Yes **No**

Travel to gym/swim (Juniors only)

Children are transported to Tenby Leisure Centre Swimming Pool via Silcox Coaches and are supervised at the pool by a fully qualified instructor and teaching staff.

I give permission for my child to travel on a coach for indoor swimming lessons.

Yes **No**

End of School Day

The following people will be permitted to collect my child at the end of the school day. I understand that I must inform the school if there is any change from this.

Name: _____ Relationship to Pupil: _____

Mobile Phone Number: _____

Name: _____ Relationship to Pupil: _____

Mobile Phone Number: _____

Name: _____ Relationship to Pupil: _____

Mobile Phone Number: _____

Upper Key Stage 2 – Pupils in Year 5 and 6 only

I give permission for my child to walk home:

Yes **No**

Please Print Name: _____

Signature: _____ **Date:** _____

Is there any other information you feel staff should know about relating to any of the above?

If you have any queries regarding any section on this form then please do not hesitate to contact us.