



OXFORD SCHOOL

DATA PROTECTION ACT – FAIR PROCESSING NOTICE

Schools, SCE, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some data to HQ SCE, another school to which the pupil is transferring, the Department for Education and Skills (DfES), and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

HQ SCE uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (to inform decisions on, for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools, information about their pupils information was not passed on by a former school. On occasions information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing.

OXFORD SCHOOL

HOME SCHOOL AGREEMENT

We believe that pupils perform better when the home and school work together in partnership. To achieve our aims and support our home/school agreement the school will:

- Encourage pupils to always achieve their best.
- Encourage pupils to take care of each other and their environment.
- Encourage parents to attend open evenings, assemblies and feel welcome in the school.
- Provide homework, inform parents about any concerns and send home regular newsletters.
- Provide a safe, secure and challenging learning environment.

We ask that parents:

- Ensure their child attends regularly and arrives equipped for the day.
- Support school policies including those on behaviour and school uniform.
- Support their child by ensuring homework is completed and returned on time.
- Attend meetings or assemblies, which involve their child.
- Contact the school if they have any concerns or problems.

We require pupils to follow the school’s ‘Golden Rules’.

At Oxford School we always try to:

- Be friendly, never fight or hurt people’s feelings.
- Be honest, truthful and helpful at all times.
- Listen, never interrupt and talk quietly.
- Take good care of property and the school environment.
- Walk around the school and keep to the right.
- Work hard and aim to achieve our best.

Together the school and parents in partnership will:

- Tackle any special needs or problems.
- Work together to achieve the best for the child.

Signed:**Parents**

Signed:**School**

Signed:.....**Child KS2 only)**

Date:



OXFORD SCHOOL

Please supply the following information so that the school has accurate information about your child. Please print in capital letters.

CHILD'S SURNAME		CHILD'S CHRISTIAN NAME(S)			
DATE OF BIRTH		RELIGION	NATIONALITY	1ST LANGUAGE¹	
NUMBER OF CHILDREN IN FAMILY			POSITION IN FAMILY		
NAME AND ADDRESS OF THE LAST SCHOOL OR PRESCHOOL, YOUR CHILD ATTENDED					
HAS YOUR CHILD PREVIOUSLY ATTENDED NURSERY YES / NO					
IF YES, PLEASE STATE HOW MANY TERMS.					
NUMBER OF ADDITIONAL SCHOOLS ATTENDED				1	2
				3	4+
PLEASE LIST ANY ALLERGIES OR MEDICAL PROBLEMS THAT THE SCHOOL SHOULD BE AWARE OF:					
DOES YOUR CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS? IF SO PLEASE GIVE DETAILS INCLUDING ANY HELP YOU MAY HAVE HAD FROM PEOPLE SUCH AS SPEECH AND LANGUAGE THERAPIST, EDUCATIONAL PSYCHOLOGIST, SOCIAL WORKER, ETC:					
If your child is bilingual please write B.....					
FAMILY DETAILS					
SURNAME* (PTO)	INITIALS	UNIT	RANK	ARMY ID NUMBER	
MILITARY ADDRESS			CIVILIAN ADDRESS		
PHONE NO		PHONE NO			
SPOUSE'S WORK PLACE		TELEPHONE NO		EMERGENCY CONTACT	

OFFICE STAFF TO COMPLETE:

BUS NO	YEAR	TEACHER	DATE ADMITTED	DINNERS	P/LUNCHES

PARENTAL RESPONSIBILITY

Not all parents have parental responsibility.

People who **have** parental responsibility are:

- 1 The natural mother of the child
- 2 The natural father of the child provided he is married to the mother, or was married to her when the child was born.
- 3 Anyone who has a Residence Order which is currently in force in respect of the child.

These people **do not** automatically have parental responsibility:

- 1 The **father** of the child if he and the mother are not and have not been married.
- 2 Grandparents or other relatives.
- 3 Step fathers
- 4 Guardians of the child appointed by Will.

What does this mean for my child at school?

- This means that at school, consent forms can only be signed by parents with parental responsibility.
- That children can be collected by parents who do not have parental responsibility but we must have written consent from the parent who has parental responsibility.

It is a legal requirement that people with parental responsibility are kept informed of their children's progress.

Please tell us the name and address of any other person who has parental responsibility for your child so that we may pass on any reports or other relevant information about your child's education.

NAME	ADDRESS

SIGNED	

OXFORD SCHOOL

Parent Permission for Out of School Activities

Name of Child:.....

Date of Birth:.....

I give my permission for my child to take part in swimming lessons, sports events and other activities or visits organised by the school, which necessitates leaving the school premises or the Barracks.

I understand that I shall usually be notified of specific activities and excursions in advance and that a teacher or other adults will always properly supervise children.

Signature of Parent:.....

Date:.....

Miscellaneous Information

SNACK MONEY

I agree with any leftover surplus snack money being spent on extra resources to support children's learning.

PHOTOGRAPHS

I give permission for photographs of my child to be taken, as evidence of their learning.

TRIPS

I give permission for my child to be included in visits and outings and I understand that I will be notified of all trips outside of the Barracks in advance.

Signature of Parent/Guardian: _____

Child;s Name: _____



OXFORD SCHOOL (FS2)



Permission for school to provide intimate care, such as changing soiled clothing, washing and toileting.

The school will not provide intimate care in an emergency, without parental permission. It will remain the responsibility of parents to change, wash and toilet their child.

Parents may however indicate below, their permission for the school to provide any required intimate care.

Surname of Pupil:

Forename:

Address:

.....

Telephone Number:

Male / Female:

Date of Birth:

Class:

I understand that:

- I am giving permission to the school to provide any required intimate care to my child e.g. such as changing soiled clothing, washing, toileting (not for P.E.).
- I am undertaking to advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care.

Signature(s): Date:

Relationship to Pupil: