



## Secondary Schools Data Collection

*(Please complete all sections of this form and return to the school office)*

### CONFIDENTIAL: Student Information

*Students should be registered under the name that is on their birth certificate*

Secondary School: \_\_\_\_\_ Year Group: \_\_\_\_\_

Legal Surname:		Legal Forename:	
Middle name:		Chosen name:	
Date of Birth:		Gender:	
Address Line 1:			
Address Line 2:			
Post Code:		Student Mobile Number (If applicable):<<Student Mobile Number (if applicable)>>	
Other Siblings at the School:	Name(s):	Year Group	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. **Place them in the order that you wish for them to be contacted.**

Priority	Name/Relationship	Home Address /Mobile/Landline	Work Place/Work Phone/Work Email
1	Parent/Carer Name:  Relationship:	Home Address:  Mobile: Home Tel: Home Email:	Work Place:  Work Tel: Email:
2	Parent/Carer Name 2:  Relationship 2:	Home Address 2:  Mobile 2: Home Tel 2: Home Email 2:	Work Place 2:  Tel 2: Email 2:

#### PRIORITY EMAIL/MOBILE

Please list your priority email address and mobile phone number. This information will be used to communicate with parents and carers via Groupcall.

EMAIL:	MOBILE:
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<b>MEDICAL INFORMATION</b>	
<b>Medical Practice:</b>	<b>Tel No:</b>
If the school needs to keep medication (epi-pens/asthma inhalers/etc) on site for your child please indicate here:  Please give details of any relevant medical information:	

<b>TRAVEL INFORMATION</b> Please indicate the relevant mode(s) of transport likely to be used to get to and from school. If your child is intending to use a school bus, please specify which route your child is likely to use. Details of all school routes currently planned to operate are listed at <a href="http://www.gov.gg/buses">www.gov.gg/buses</a> under the "School Buses" option. If your child is intending to use a scheduled/public bus service, please list the service(s) likely to be used (see <a href="http://www.buses.gg">www.buses.gg</a> ).
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<b>How will the student get to school (Car, Bus, Scooter, Walk)?</b> <b>If travelling by bus, have you identified a route?</b> <b>School Bus Route No.</b> <b>Scheduled Bus Route No.</b> <b>If a student is parking a car or scooter at school, please supply reg. no.</b>
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## Authorisation

### General School Visits

From time to time, your child will take part in out of school visits during the school day to places of interest and other venues to carry out their learning activities. Examples of such places are Beau Sejour, Museums, Art Galleries and sites of environmental interest e.g. coastline visits, nature walks. Your child is insured under the Education Service's normal policy (a copy of this can be obtained if required) during these visits.

Rather than request permission on each occasion your child may be on a visit, we would be grateful if you give your permission below to cover all such visits whilst your child is a student at the school. For all other activities, i.e. those taking place within the island for which there is a higher level of risk or all residential visits (on or off island), we will contact you individually to seek permission.

Please note taking part in sporting fixtures e.g. football or netball matches during or at the end of the school day or revision sessions which may take place after school, are covered by this authorisation.

<b>I give permission</b> for my child to take part in activities off school premises supervised by school staff for the duration of his/her education at the school.	<b>Yes</b>	<b>No</b>
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## Data Protection – Parental Permission

Photographs of children and young people may be taken and these images used in our publicity, the school's prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational purposes, including off site events. We may visit sites where webcams are in operation.

From time to time, the school may be visited by the media who will take photographs or film footage of visiting dignitary or high profile events. Young people will often appear in these images, which may be reproduced in the local newspaper, websites or on televised news programmes.

To comply with Data Protection (Bailiwick of Guernsey) Law 2017, we require your permission before we can photograph or make any recordings of your child. This permission will remain in place until the young person is no longer on our roll unless you write to the school to withdraw it.

### I agree that the school may:

- record my child's image by photograph, video or by webcam and store on the school's systems;
- use my child's photograph in the school/establishment prospectus or other printed publications;
- use my child's image on the school/establishment or Education's websites and blogs where first names only will be used;
- allow my child to be photographed or filmed in press events agreed by the school/establishment where their full name may be published. I understand that the school cannot control storage and any further use of this information by the media.

✓

### Students, Parents/Carers may withdraw their permission at any time.

The States of Guernsey Secondary Schools are registered data controllers under the Data Protection, Bailiwick of Guernsey Law, 2017. Each school has a duty to protect personal information and to ensure it is kept up to date. For more information about how the schools store, use, share and look after your data, please see the Secondary School Data Collection Fair Processing Notice which can be found on the [gov.gg](http://gov.gg) website on the Education page or request a paper copy from the school.

**Parent/Carer's Signature:**

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#### For Office Use Only:

Date of Admission:

Tutor Group:

UPN Number:



States of Guernsey  
Education