



Crickhowell High School Ysgol Uwchradd Crughywel

Data Collection Form

Please complete this form in **BLOCK CAPITALS** and return to the school for processing.

Sections in **Red** are Required. Sections in **Yellow** are Optional if Relevant.

You will gain access to the SIMS Parent App to update this information and we will remind you annually.

Section 1 – Primary Student Information

Student Details

Legal Forename(s):

Legal Surname:

Preferred Name:

Gender:

 Male Female

Date of Birth:

Date of Admission:

Home Address

House Name/Number:

Street:

Suburb/Village:

Town:

County

Post Code

Home Telephone:

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Section 2 – Contacts

Names and contact details of the persons who hold legal parental responsibility for this student
 (Under normal circumstances, this is the birth mother and father, if married to the mother at the time of birth)
 In case of emergency, we will work through the contacts in order

First Contact

Title & Relationship:

<input type="text"/>	Mother	Father	Step-Parent
Other	Guardian	Carer	Grandparent

Forename(s):

Surname:

Date of Birth:

Daytime Telephone:

Mobile Telephone:

Evening Telephone:

Primary Email Address:

Place of Work:

First Contact Address (if different to Student)

House Name/Number:

Street:

Suburb/Village:

Town:

County:

Post Code:

Third Contact

Title & Relationship:

<input type="text"/>	Mother	Father	Step-Parent
Other	Guardian	Carer	Grandparent

Forename(s):

Surname:

Date of Birth:

Daytime Telephone:

Second Contact

Title & Relationship:

<input type="text"/>	Mother	Father	Step-Parent
Other	Guardian	Carer	Grandparent

Forename(s):

Surname:

Date of Birth:

Daytime Telephone:

Mobile Telephone:

Evening Telephone:

Primary Email Address:

Place of Work:

Second Contact Address (if different to Student)

House Name/Number:

Street:

Suburb/Village:

Town:

County:

Post Code:

Fourth Contact

Title & Relationship:

<input type="text"/>	Mother	Father	Step-Parent
Other	Guardian	Carer	Grandparent

Forename(s):

Surname:

Date of Birth:

Daytime Telephone:

Section 3 – Additional Information

Additional Information

Is your child officially registered as either:

'Looked after Child'	Yes	No
Young Carer	Yes	No

Is your child a Service Student?

Yes	No	
If yes, Active	Retired	Other

Dietary

Tick as appropriate:

Artificial Colouring Allergy	Gluten Free	
Halal	Kosher Foods Only	No dairy
No Nuts	No Pork	Seafood Allergy
Vegetarian		

Meals

Tick as appropriate:

Home	Sandwiches	School Meals
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My child qualifies for Free School Meals

For information on Free School Meals and other support visit:

powys.gov.uk/en/schools-students/free-school-meals-help-with-school-clothing/

Additional Learning Needs

Does your child have any Additional Learning Needs?

Yes	No
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If yes, please provide more details

Previous School

School Name:

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Telephone:

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Transport

I would like to send/will be sending my child to school using:

Bus	Bike	Car	School Bus
Taxi	Walk	Other	

Bus Route: (e.g. Gilwern, Brecon, X43)

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Family Doctor

Name

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Practice Name:

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Post Code:

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Telephone:

--

Street:

--

Suburb/Village:

--

Town:

--

County

--

Post Code

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Medical Conditions

Please provide details of any relevant medical conditions:

Additional Reports

I would like paper reports additionally sent to:

Title:

Other

Relationship

Mother	Father
Guardian	Carer

Step-Parent	Grandparent
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Forename(s):

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Surname:

--

House Name/Number:

--

Street:

--

Suburb/Village:

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Town:

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County

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Post Code

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Section 4 – Background Information

Religious/National Identity

Religious affiliation or denomination:

National Identity:

Welsh	Scottish	British
English	Irish	Other

Ethnic Background

White:

British	Travellers or Irish Heritage
Gypsy/Roma	Other

Mixed:

White & Black Caribbean	White & Black African
Other	

Asian or Asian British:

Indian	Pakistani	Bangladeshi
Other		

Black or Black British:

Caribbean	African	Other
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Chinese or Chinese British:

Chinese or Chinese British	Other
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First sibling currently at School

Forename(s):

Surname:

Date of Birth:

Language

Home Language:

Fluency in Welsh

- My child can speak Welsh
- Which of the following best describes your child's fluency in Welsh:

Fluent	Not Fluent
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- My child speaks Welsh at home

If you have answered questions 1 & 3 please answer questions 4 & 5, otherwise skip these questions

- Which of the following best describes the use of the Welsh language by your child at home:

Speaks Welsh with one parent or guardian	<input type="checkbox"/>
Speaks Welsh with both parents or guardians	<input type="checkbox"/>
Does not speak Welsh at home with parent(s) or guardian(s)	<input type="checkbox"/>
- My child speaks Welsh in the home with their siblings

Additional sibling currently at School

Forename(s):

Surname:

Date of Birth:

Section 5 – Data Collection Sign Off

Data Collection

I confirm that the information provided above is accurate and relevant

Contact 1

Signature

Date

Contact 2

Signature

Date

Student

Signature

Date

Section 6 – Consents/Permissions/GDPR

Home/School Agreement

Every student has the right to feel safe, be healthy, enjoy and achieve, make a positive contribution and be successful members of society in the future.

The school will:


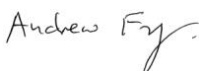
- Respect students equally, caring for their happiness and well-being
- Provide a safe, secure, healthy and stimulating learning environment
- Provide high quality tuition and support for learning and recognising and celebrating success
- Have high expectations and challenge each student to reach their full potential
- Ensure students feel safe and supported, dealing with them sensitively and respecting their dignity
- Inform each student's parent(s) about the student's progress, achievements and behaviour
- Encourage and give opportunities for coursework to be completed

The student will:

- Come to school on time, ready to learn, dressed in uniform and equipped properly
- Remain in school all day, attend all lessons and work as hard as I can
- Keep up to date with coursework/homework and discuss my progress with the relevant teacher
- Keep to our School Rules, classroom responsibilities and attend the Behaviour for Learning Centre (B4LC) if requested
- Talk to a teacher or another adult if someone is deliberately make me or someone else unhappy
- Always co-operate with and respect adults and my fellow students

The Parent(s) will:

- Take responsibility for our child attending school regularly, on time, properly equipped, properly dressed and meeting the school's requirements
- Take an interest in and encourage our child's work at home, especially coursework
- Attend Consultation Evenings and other meetings about our child's progress
- Inform the school about anything that might affect their attendance, work, behaviour or progress
- Inform the school on the day when our child is absent
- Inform the school on any change of details featured in this form
- Work with and respect the professionals supporting our child
- Ensure that our child attends Afterschool detention or B4LC if requested

	<div style="border: 1px solid red; padding: 5px; text-align: center;">Signature</div>	Student	<div style="border: 1px solid red; padding: 5px; text-align: center;">Signature</div>
Contact 2	<div style="border: 1px solid red; padding: 5px; text-align: center;">Signature</div>		
Headteacher	<div style="border: 1px solid red; padding: 5px; text-align: center;"></div>	Chair of Governors	<div style="border: 1px solid red; padding: 5px; text-align: center;"></div>

Library Access

Crickhowell High School is in partnership with Crickhowell Town Library. The library offers some excellent teaching and learning resources if you child signs up as a member. Membership is free.

Members will be emailed (to the student's school email account) 3 days before items are due to be returned and then either email or SMS messaged when items are overdue. Members can avoid a fine by either returning the item, phone or going online to renew.

As a parent/carer confirm you agree to be responsible for fines for overdue items and replacement costs for loss/damaged items. Details can be found on the library website: www.powys.gov.uk/en/libraries/pay-library-fine/library-charges/

Parent/Guardian	<div style="border: 1px solid yellow; padding: 5px; text-align: center;">Signature</div>
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Routine Off-site Visits

As part of the life of the school we encourage students to participate in a wide range of activities both on and off the school site. In order to comply with current Powys guidance, we are advised to obtain parental consent prior to including a student in the activity. This consent relates only to standard low risk visits and activities off the school site, inclusion in residential and adventurous activities requires specific permission and is not included with the scope of this agreement.

These visits might include the following, or similar activities:

Sporting fixtures, theatre visits, local walks and field trips, visits to churches/mosques/synagogues/places of worship, visits to local employers, attendance at examinations off site, visits to other educational institutions, visiting the Town Library.

These visits will normally take place at the following or similar locations:

School/college/university sites, local theatres in Brecon/Abergavenny/Cardiff, places of worship in Crickhowell/Newport/Cardiff, walks within the local towns/villages.

I understand that:

- Such visits will normally take place with school hours, but if occasionally they are likely to extend beyond this, adequate advance notice will be given so that I make appropriate arrangements for my child's return home
- My specific permission will be sought for any visits beyond those listed above or which could involve commitment to extend journeys to times, expense or adventure activities.
- All reasonable care will be taken of my child during the visit
- My child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit
- I must inform the school of any medical or psychological condition or physical disabilities that may affect them during the visit

Parent/Guardian

Signature

General Photo Release

During your child's educational life at Crickhowell High School, their image may be captured via a Photograph/Video. This Photograph/Video may be used in the following ways:

- Used in coursework, which may/will be sent to awarding bodies for moderation
- Used as a sample project/activity on Digital Media created by Crickhowell High School
- Used in School Publications to show their achievement (if we identify students individual consent will be sought)
- Use portions of the project(s) on a recording made during a student's presentation of the project or in broadcasts or recordings/demonstration/media in general
- Showcased on our website and/or social media feeds

Parent/Guardian

Signature

Mobile Phone & Devices

I have read and understand the Mobile Phones and Devices Acceptable Use Policy found on the school website (chs.wales/policies) about the appropriate use of mobile devices at Crickhowell High School and I understand that this consent will be kept on file at the school. Details may be used (and shared with third parties if necessary) to identify a device should the need arise (e.g. lost/stolen/inappropriate use).

Please provide details prior to given to content of their device(s), if you do not give consent now they are not permitted to bring their device(s) on site until consent is granted.

Make and Model	Phone Number	Colour/Description

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile device.

I give my child permission to carry (a) mobile device(s) to school and understand that my child will be responsible for ensuring that the mobile device is used appropriately and correctly while under the school's supervision, as outlined in the Policy (chs.wales/policies).

Parent/Guardian

Signature

Student

Signature

Acceptable Information, Communication & Technology Usage Consent

To allow your child to get the most out of their education at Crickhowell High School they will need access to computers, email and the internet. While the school monitors and filters certain items we teach students how to correctly use these vital resources.

Please take a moment which your child to look over the [Student ICT Acceptable Use Policy 2018](#) available at chs.wales/policies before continuing.

I Understand that the school take all reasonable steps to ensure that my child uses the school's network, internet and email services with appropriate purposes and the school can take disciplinary measures as outlined in various school policies.

I understand that no filtering system can guarantee to be 100% effective all of the time and that there may be occasional instances of misuse by some students.

I understand that my child will be held accountable for their use of the network, internet and email and that deliberate misuse will be treated as a serious breach of the school rules and possibly the UK Computer Misuse Act 1990. Any infraction will reported to me (the parent).

If you do not sign this consent your child's ICT education will be limited.

Parent/Guardian

Signature

Student

Signature

Go4Schools

Crickhowell High School uses Go4Schools for Behaviour, Classroom Management, Attendance, Attainment and reports. You and your child will be issued with unique logins for this service which we use under a Lawful Basis to track and monitor your child's time at Crickhowell High School. Data in this service is retained until your child reaches 25 years of age.

More information about Go4Schools can be found at <https://www.go4schools.com/PrivacyPolicy.aspx>

Biometric Consent

Crickhowell High School/Powys County Council wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system for the purpose of Building Access and Powys County Council's Cashless Catering. The information from your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Please read the following guidance available online at chs.wales/biometrics before continuing.

In signing these consents you are authorising the school and council to use your child's biometric information for these purposes until they either leave the school or cease to use the system. If you wish to withdraw your consent (which you can do at anytime) you must do so in writing (email office@chs.wales or Biometric Consent, Crickhowell High School, New Road, Crickhowell, Powys. NP8 1AW) or by using the SIMS Parent App/Website.

Images of your child's fingerprints are not stored on the systems; your child's fingerprints are converted into a template base on various measurements taken.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automatic biometric system. For example:

- The school cannot use the information for any purpose other than those for which the consent was originally obtained
- The school must ensure that the information is stored securely
- The school must tell you what it intends to do with the information
- Unless the law allows it, the school cannot disclose the personal information another person/body

Consent given by one person with parental responsibility will be overridden if another person with parental responsibility objects in writing to the use of their child's biometric information. Similarly, if your child objects to this the school cannot collect or use their biometric information. We would appreciate it if you could discuss this and explain that they can object if they wish.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objections do not need to be in writing.

The school is also happy to answer any questions you or your child may have in relation to biometrics. More information, certification, our privacy statement and a copy of letters can be found at chs.wales/biometrics.

Cashless Biometric Consent

Powys County Council uses Biometric Information to support the cashless catering system. If you do not wish your child to use Biometrics for Catering Services, please do not sign this consent. Without consent your child will be issued with a unique pin code to give to the Canteen Staff upon procurement of a meal.

Parent/Guardian

Signature

Student

Signature

Building Access Biometric Consent

Crickhowell High School uses Biometric information to secure the building during the school day. This system is separate from the Cashless system and information is retained and solely used by Crickhowell High School. Your child's fingerprint will be used to allow them to access various doors throughout the school building depending on permissions and restrictions in operation on that door at any time. Without consent your child will need to buddy up with a person who has.

Parent/Guardian

Signature

Student

Signature

The Hwb Platform

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All pupils in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each pupil via the platform. In order to provide your child with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about your child is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

Additional services

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.

Your agreement

If you agree:

- we will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about [you/your child] with its service providers, including Microsoft and Google Education, in order to enable access to the additional services

If you do not agree, we will still share information about your child with Welsh Government to set up a secure log-in for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the school office.

Parent/Guardian

Signature

Student

Signature

Microsoft Office 365

The Microsoft Office 365 platform provides Crickhowell High School a wide range of free and funded digital tools and resources to support the digital transformation of classroom practices. The Crickhowell High School Office 365 site is managed and operated by the Crickhowell High School.

All pupils in Crickhowell High School need to be provided with an Office 365 platform login. This is because Crickhowell High School utilizes its functionality (Emails/Sharepoint/Teams) with further resources being moved to the platform. In order to provide your child with a secure log-in, the school will be sending basic information to Microsoft. The log-in will allow your child to access the free Microsoft Office 365 service and home installation licenses as well as provide access to other school related resources.

For more information about the Crickhowell High School Office 365 platform and how information about your child is used, please see <https://chs.wales/privacy>.

Your agreement

If you agree:

- we will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about [you/your child] with its service providers, including Microsoft and Google Education, in order to enable access to the additional services

If you do not agree, we will still share information about your child with Welsh Government to set up a secure log-in for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the school office.

Parent/Guardian

Signature

Student

Signature

General Data Protection Regulations

Your and your child's data is processed by the school as a legal requirement under the Education Act 1997 and we do share data with other Data Processing Organisations for the purposes of education, these DPO's are:

Organisation	Data Shared
ESS	Pupil Data, Parental Contact Information, Year 8 Options
Education through Regional Working (ERW)	Statutory Pupil Data, Results
GCSEPod	Pupil Name, Pupil Year Group
Hyperspheric Ltd. aka Go4Schools	Pupil Data, Classes enrolled in, Parent Name, Parent Email Address, Parent Relationship, Results
Microsoft	Pupil Name, Pupil Year Group, Pupil ID, Classes enrolled in
OCR	Pupil Name, Pupil ID, Date of Birth, Classes enrolled in, Results, Examination Papers, Coursework
Other Schools	All Records when requested for transition or when a student is a collaborative student
Pearson Group	Pupil Name, Pupil ID, Date of Birth, Classes enrolled in, Results, Examination Papers, Coursework
Powys County Council	All Records
TES	Pupil Name, Pupil Year Group, Classes enrolled in, Parent Name, Parent Email Address
UK/Welsh Government	Statutory Pupil Data, Results
WJEC	Pupil Name, Pupil ID, Date of Birth, Classes enrolled in, Results, Examination Papers, Coursework

Crickhowell High School stores data in which we hold responsibility for data processing in the following locations:

Organisation	Data Location
CHS	Onsite, Crickhowell High School
Microsoft Services	Cardiff/London/West European Region
Powys County Council	Powys County Hall, Llandrindod Wells