



Dear Parent/ Carer

Data Protection Act & General Data Protection Regulation (GDPR)

At Redbridge, we aim to provide a positive, aspirational learning environment to support all our students in improving their life chances. In order to achieve this we need to work in partnership with parents, students, governors, the Local Authority and carefully selected outside agencies.

We are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) and the personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing.

Due to updates to the 2018 Data Protection Act which include the implementation of GDPR regulations, schools must now provide parents with an opportunity to opt in or out of any data sharing. We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. However, we are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

Once your child is aged 13 or over we are required to pass on certain information to the Connexions Service. Connexions is the Government's information and advice service for all young people aged 13 to 19 in England. We must provide both you and your child's name and address and any further information relevant to the Connexions services' role.

What information is being collected and why?

As part of the Year 7 induction pack you will be asked to complete a range of data collection sheets, surveys and other tick boxes in order for us process your information for a whole range of different reasons.

Section A of this pack contains data collection sheets which are required to be processed in order for the school to perform its legal obligations. This section enables us to collect emergency contact information including names, addresses, mobile numbers and email addresses from you. We also collect information on special education needs, meal preferences and travel arrangements for use in the Annual School Census and Local Authority data captures as well as medical information and food allergy information in order to provide appropriate care within school.

Sections B and C of this pack allows us, with your consent, to process additional information which will enable us to provide improved educational support and services to both you as a parent/carers and your child. Services such as SEN and literacy support, access to the latest news and school information via ParentMail and SIMS Learning Gateway, access to the internet and email, additional library resources, additional music tuition, use of the school cashless canteen system and much more. Within this section we operate an 'opt-in' policy and require your consent to process information for you or your child to access these services. Although you are not required to provide consent to these services, not agreeing could have a negative effect on your child's educational experience.



How is data collected?

At Redbridge we ask for Data Sheets and Consent Forms to be completed by parents (most of which are included in this pack) and we also receive electronic data transfers from previous or primary schools via the DfE's Secure Access site providing previous attendance history and KS2/Target data, etc.

Staff complete digital marksheets to provide progress and assessment data, which is then reported to parents through Progress Checks. In addition to this we periodically collect Target and Assessment data in order to assess progress and identify additional areas of development that may be needed.

How will the information be used?

We take your privacy seriously and data is only used in conjunction with providing the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents.

Who will it be shared with?

Any third party that we share your data with has been rigorously checked following our Due Diligence process. Currently we share information with: SIMS Capita (School Information Management System), DfE Secure Data site, Southampton City council (Admissions), ParentMail (Parent email), SISRA Analytics, (Assessment and data analysis), Google Education (Google docs, Classroom and Email), RAISE Online (ASSET for Schools), Micro Librarian Systems (Eclipse library booking & accelerated reader), Vericool (Cashless canteen systems), Exam boards (Eg OCR, Edexcel etc) and Connexions. A full and up to date list can be found at any time on our school website (www.redbridgecommunityschool.com).

We thank you for your continued support and we are happy to answer any further questions you may have. All attached documents are available for viewing on the school website (www.redbridgecommunityschool.com) and we encourage you to check regularly for updated documentation.

Please return the relevant information using the SAE enclosed to the Main Office by Friday 23rd July 2021.

Yours faithfully

Mr A Dare
Director of IT/ Data Protection Officer

Enclosed:

*Section A1- Parent & Student Contact Details **for completion by Parent/Carer***

*Section B- Hampshire County Council Offsite Medical Consent **for completion by Parent/Carer***

*Section C- Access to Additional School Services **for completion by Parent/Carer***

SECTION 1A - PUPIL REGISTRATION FORM [CONFIDENTIAL]



All schools are required by law to keep on record details of children admitted; we should therefore be grateful if you would complete this form in **BLOCK CAPITALS** and hand it into the school office when your child is admitted. This information may also be used in support of our responsibilities to safeguard and promote the welfare of children. For further details of how the information will be used, please see the data protection statement at the end of the form. The school may request to see a copy of your child's birth certificate. The information being collected is considered to be the minimum necessary to achieve the purposes stated, but * denotes information that you are required to provide in order to meet the statutory requirements detailed on the data protection statement.

PUPIL DETAILS

Legal Surname: *		Legal Forename: *	
Middle name(s): *		Preferred Forename: *	
Preferred Surname: *		Date of birth: *	
Gender: *	Male / Female (Please circle)	First Language: *	

ADDRESS DETAILS

Present address		Other address	
Flat/apartment no.		Flat/apartment no. *	
Block Name:		Block Name: *	
* House no./name:		House no./name: *	
* Street		Street *	
* Town/city		Town/city *	
* County:		County: *	
* Postcode:		Postcode: *	
		Type: *	Term time / overseas / other

If the child's residence at the present address (whether living with parents or any other person) is not permanent, please state the reason and probable duration of the stay, and give the name address of the person with whom the child normally resides.

Reason:	
Dates applicable: *	
Name: *	
Address: *	
Relationship to child:*	

PARENTAL CONTACTS

PARENTAL CONTACTS					
Details of parent 1			Details of parent 2		
Mr/Mrs/Ms/Miss/Other			Mr/Mrs/Ms/Miss/Other		
Forename: *			Forename: *		
Surname: *			Surname: *		
Address (if not home address above): *			Address (if not home address above): *		
Post Code: *			Post Code: *		
Tel No's: *	Home:		Tel No's: *	Home:	
	Mobile:			Mobile:	
E-mail:			E-mail:		
Work: for emergency use			Work: for emergency use		
Days/hours worked:			Days/hours worked:		
Address:			Address:		
Tel no:			Tel no:		
Priority to contact in an emergency: 1st 2nd (please circle)			Priority to contact in an emergency: 1st 2nd (please circle)		
Parental Responsibility: * Yes / No			Parental Responsibility: * Yes / No		
Relationship to child:*			Relationship to child:*		
With whom does the child live? *					

CIVIL COURT ORDERS - *This information is needed to comply with our duties under the Children Act 1989*

Order name	In place	Attached	Order name	In place	Attached
Prohibited Steps Order	Yes\No	Yes\No	Restraining Order	Yes\No	Yes\No
Specific Issue Order	Yes\No	Yes\No	Non-Molestation Order	Yes\No	Yes\No
Child Arrangements Order	Yes\No	Yes\No	Domestic violence protection notices & protection orders	Yes\No	Yes\No
Other e.g. Injunctions, Exclusion Order (please specify):				Yes\No	Yes\No

CONTACT WITH NON-RESIDENT PARENTS NAMED ABOVE

This information is needed to comply with our duties under the Children Act 1989

This relates to parental responsibility as defined by the Children Act 1989.

Everyone who is a parent has a right to participate in decisions about a child's education, even though the school's main contact is likely to be the person with whom the child lives on school days. On separation or divorce both parents continue to have responsibility. Non-married fathers, in certain circumstances, may also have parental responsibility.

If approached by a non-resident parent who is named above we will provide the following information or access to the child, in order to satisfy this statutory right:

Provision of school reports
Invitation to parents evenings
Collection from school

Contact during times of illness
Contact during times of absence
Invitation to sports day and other whole school activities

CONTACT WITH NON-RESIDENT PARENTS NOT NAMED ABOVE

This information is needed to comply with our duties under the Children Act 1989

Unless there is a Court order limiting an individual's exercise of PR, such as an order preventing the absent parent from having contact with the child, or there are safeguarding concerns the school and local authority staff must treat all parents equally.

If there are any safeguarding reasons why a non-resident parent should NOT have access to the child, or know that the child is enrolled in the school, or provided with the above information, please make an appointment to discuss this further with the school and provide details below.

Name: *		Relationship to child: *	
Home Address if known: *	Work Address if known:		
Post Code: *		Post Code: *	
Tel Nos if known:	Home:		
	Mobile:		
	Work:		
Is the child resident with foster parents: *			Yes \ No
If 'yes'; which Authority is financially responsible for maintenance? *			

DETAILS OF ANY CURRENT PROFESSIONAL INVOLVEMENT

Working Together to Safeguard Children 2018 states that effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision. Schools and professionals will share information to ensure that this statutory duty is met.

Name	Organisation\Service	Contact telephone number
Is your child subject to:	Child Protection Planning? Yes/No	Child in Need support? Yes / No

ADDITIONAL CONTACTS

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below the details of any person we can contact on such an occasion.

Details should be listed in the order of contact preference.

No.	Name & relationship to the child		Parental responsibility	Daytime address & telephone number (if same as home address please write HOME)
1		Priority to contact in an emergency 1 2 3	Yes/No (delete as required)	Address: Phone:
2		Priority to contact in an emergency 1 2 3	Yes/No (delete as required)	Address: Phone:
3		Priority to contact in an emergency 1 2 3	Yes/No (delete as required)	Address: Phone:

SIBLINGS

Information on other children in the family will only be used in relation to this application to the school or in support of our responsibilities to safeguard and promote the welfare of children.

Name	DOB	School	Relationship	Position of this child in the family (i.e. if this child has one older and one younger sibling – write 2/3)

ETHNIC/CULTURAL INFORMATION

Please complete the following, this will help us to see how well children from different groups are doing. We want to make sure that **all** children are treated fairly and do well at school

ETHNICITY – Please tick one box only

White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Any other white background	Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background Mixed <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background	Chinese <input type="checkbox"/> Chinese Other <input type="checkbox"/> Any other ethnic group
Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background		

WHAT IS YOUR CHILD'S RELIGION? <i>Please tick one box only</i>			
<input type="checkbox"/> Christianity	<input type="checkbox"/> Sikhism	<input type="checkbox"/> Judaism	<input type="checkbox"/> No Religion
<input type="checkbox"/> Buddhism	<input type="checkbox"/> Islam	<input type="checkbox"/> Hinduism	<input type="checkbox"/> Other _____
LANGUAGE - <i>Collected by school for the Department for Education</i>			
Language spoken at home		Second home language (if applicable)	
VISAS <i>This information is important and will enable us to meet our children missing education responsibilities and to plan for any absences which may impact upon school attendance.</i>			
If your child is the subject of a visa to be in the UK please state:			
Type of visa:		Expiry date:	

MEDICAL INFORMATION			
DOCTOR			
Doctor's Name:		Surgery Name:	
Surgery Address:		Surgery telephone:	
DIETARY NEEDS – <i>please tick all that are appropriate</i>			
<input type="checkbox"/> Artificial colour allergy	<input type="checkbox"/> Gluten Free	<input type="checkbox"/> Kosher food only	<input type="checkbox"/> No dairy produce
<input type="checkbox"/> No nuts of any type/quantity	<input type="checkbox"/> No pork	<input type="checkbox"/> Halal food only	<input type="checkbox"/> Seafood allergy
<input type="checkbox"/> Vegetarian	<input type="checkbox"/> No beef	<input type="checkbox"/> Other (please specify)	
MEDICAL INFORMATION			
If your child has a medical condition, please state what the condition as well as any other additional information you feel we should be aware of?			
Does your child use and inhaler? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the Inhaler carried on the person? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have any other services been involved with your child (e.g. Health Visitor; Social Services; Education Psychologist; Bilingual Support Service; Speech Therapist; Child & Family Guidance; Portage; Teacher Advisers; Assessment Unit; Diagnostic Unit; etc)			

ADDITIONAL INFORMATION

SPECIAL EDUCATIONAL NEEDS AND DISABILITY * *To assist the school in meeting its duties under The Equality Act 2010*

Does your child have additional needs such as autism spectrum condition, dyslexia, dyspraxia, hearing impairment, visual impairment? If yes, please give details:

Please list any additional support you think your child needs in school:

Does your child have an Education Health & Care Plan? * **Yes** ☐ **No** ☐

HOW DO YOU NORMALLY TRAVEL TO SCHOOL

- | | | | |
|---|--------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Dedicated School Bus | <input type="checkbox"/> Walk | <input type="checkbox"/> Car/Van | <input type="checkbox"/> Other |
| <input type="checkbox"/> Public Service Bus | <input type="checkbox"/> Cycle | <input type="checkbox"/> Car Share | _____ |
| <input type="checkbox"/> Bus (type not known) | <input type="checkbox"/> Taxi | <input type="checkbox"/> Train | |

School use only:

LA provided transport: **Route**

SERVICE CHILD INDICATOR – *This information allows schools to apply for additional funding to help raise attainment.*

Are either of the parents, service personnel serving in regular HM Forces? **Yes / No**

CARE STATUS - *This information allows schools to apply for additional funding to help raise attainment.*

Is your child looked after i.e. in the care of, or provided with accommodation by, an English local authority? Yes/No

Has your child ceased to be looked after because of:	Adoption	Yes/No
	A Special Guardianship Order	Yes/No
	A Child Arrangements Order	Yes/No
	A Residence Order	Yes/No

MEALS – please tick as appropriate

- | | |
|--|---|
| <input type="checkbox"/> Entitled to Free School Meal (If Known – See Section Below) | <input type="checkbox"/> Paid School Meal |
| | <input type="checkbox"/> Packed lunch |

SCHOOL HISTORY				
PREVIOUS EDUCATION DETAILS * (Most Recent First) – INCLUDING ELECTIVE HOME EDUCATION				
School / Pre-School Name	Contact Details	Date of arrival (dd/mm/yy)	Date of leaving (dd/mm/yy)	Reason For Leaving
	Address: Telephone:			
	Address: Telephone:			
	Address: Telephone:			
For pupils being admitted into Reception Year only, please include the number of terms spent in pre-school education, where known.				

PRIVACY NOTICE
<p>Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided. In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.</p> <p>The Council may also share personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share personal information, or use it for this, or any other purpose, unless provided for by law. The information provided will be held on file and may also be stored electronically and will be used for the purpose of its involvement in giving support and advice in relation to the child/young person as specified above.</p> <p>More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (http://www.southampton.gov.uk/privacy), or on request.</p>

PARENTAL DECLARATION

DATA PROTECTION STATEMENT:

What happens to your personal information?

The purpose of this form is to collect data for further processing within the school/LA systems. By signing this form, you understand that the school/LA will process the data in the exercise of their statutory duties. The data will be processed in accordance with the purposes notified by the school/LA to the Information Commissioner's Office and specified on our Privacy Notice. Both the school and the LA are subject to data protection legislation. The information given will be entered onto a computer and will form part of the school's database. This information will also be shared with the school nurse and dental health and, as per the Privacy Notice, it may be used in support of our responsibilities to safeguard and promote the welfare of children. Schools cannot enrol a child and create an admission register without certain information, contained on this form.

The statutory guidance Working Together to Safeguard Children 2018 applies to all schools and states that "Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care." Further, it states that information should be shared in a timely manner. The SEN Code of Practice: 0 to 25 years (Jan 2015) is statutory guidance for organisations which work with and support children and young people who have special educational needs and/ or disabilities. It states that "6.57 SEN support should include planning and preparation for the transitions between phases of education and preparation for adult life (see Chapter 8, Preparing for adulthood from the earliest years). To support transition, the school should share information with the school, college or other setting the child or young person is moving to. Where a pupil is remaining at the school for post-16 provision, this planning and preparation should include consideration of how to provide a high quality study programme, as set out in paragraph 8.32"

Schools will therefore transfer all child protection, child welfare and SEN records to any new education provider as soon as a child is enrolled in order to meet this duty.

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

I declare the above information to be correct to the best of my knowledge at the time of completion.

I understand that I must notify the school of any change in my child's circumstances.

I understand that the school will transfer child protection, child welfare and SEN records to any new education provider as soon as my child is enrolled.

Signed: _____ **Date:** _____

Relationship to child: _____



Offsite & Medical Consent Form

Name of Establishment:

Redbridge Community School

Activity:

All Offsite Activities as Provided by RCS

Personal Details of Participant

First name:		Address Line 1:	
Surname:		Address Line 2:	
DOB:		Town/ City:	
Age:		Postcode:	
Mobile No:		Home No:	

Emergency Contact 1

Emergency Contact 2

First name:		First name:	
Surname:		Surname:	
Mobile No:		Mobile No:	
Work No:		Work No:	
Home No:		Home No:	

Medical Information (of Participant)

Dr Practice Name		Address Line 1:	
Doctor Name:		Address Line 2:	
Tel No:		Town/ City:	
NHS No (if known):		Postcode:	

Has the participant had or have any of the following? (Where 'YES', please give details below)

Asthma or bronchitis	Yes	No	Allergies to any know medication	Yes	No
Heart condition	Yes	No	Other allergies (material, food, animal, plasters	Yes	No
Fits, fainting or blackouts	Yes	No	Other illness, disability or special needs	Yes	No
Severe headaches	Yes	No	Travel sickness or	Yes	No
Diabetes	Yes	No	Sleepwalking	Yes	No
Regular medication	Yes	No	If a residential, overnight care considerations	Yes	No
Any Dietary Requirements:					

Is the participant receiving-

Support and/or treatment for mental health from their counsellor or Doctor?	Yes	No
Medical or surgical treatment of any kind from their Doctor or hospital?	Yes	No
Has the participant been given specific medical advice to follow in emergencies?	Yes	No
If the answer to any of these questions is 'YES', then please give details below (including name and dosage of any medicines/ tablets)		
If it is considered necessary, do you consent to mild painkillers (Paracetamol) being administered?	Yes	No
If it is considered necessary, do you consent to hypo-allergenic sun screen being provided?	Yes	No
Has the participant received vaccination against Tetanus in the last 10 years?	Yes	No

Additional Consent, Medical or Special Needs Information

(Add additional sheets if required)

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Consent for programmed water sports and water related activities (eg: kayak, canoe, sail, windsurf, rafting, etc.; or activities involving water eg: caving, gorge walking)	
<p>Please tick ONE of the boxes below as appropriate to confirm the water confidence and swimming capability of your child. Ticking A, B, C or D below confirms your consent to your child undertaking water activities within the programme provided. This information will be passed to the Provider by the school to allow appropriate adjustments or operating procedures for inclusive participation as set out in HCC Registration information to providers.</p> <p>If the planned water activities require a specific swim distance and or competence to take part, then this should be clearly communicated to the participants and or parent/guardian to gain this information. If, for any reason, you wish to withhold consent for any activity, this should be detailed in the space overleaf.</p> <p>If, for any reason, you wish to withhold consent for any activity, this should be detailed in the space below.</p>	
I confirm my child can swim 50m and is water confident <input type="checkbox"/>	I confirm my child is water confident and can swim, but I'm not sure how far. They have been in a pool or other water and can submerge their head without becoming distressed <input type="checkbox"/>
I confirm my child can swim 25m and is water confident <input type="checkbox"/>	I confirm my child is a non-swimmer, and/or may not be confident in the water. <input type="checkbox"/>

Consent for the Visit			
<p>I confirm that I have parental responsibility for.....</p> <p>He/she is in good health and I consent to him/her taking part in ALL activities set out in the visit information. (Any variation to this should be noted overleaf).</p> <p>I am aware that the travel insurance synopsis is available for viewing in school / the Establishment. In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anesthetics. In the event of any change to these details, illness or medical treatment occurring after the return of this form and prior to the activity, I will undertake to inform the group leader.</p>			
Signed & Print:		Date:	
Signed by person with parental responsibility for participants under 18 years of age			
Signed & Print:		Date:	
Signed by participant if aged 18yrs and over			

We sometimes take photographs and video footage of pupils at Redbridge for legitimate reasons so that we can promote individual excellence and the work of the school. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter, school website and across our social networking platforms. Please tick the relevant box(es) below:

Use of photos & videos	Tick (✓)
I am happy for photos and videos to be taken of my child for what the school would deem as legitimate interests.	
I am happy for photos of my child to be used in both printed and electronic school materials EG school prospectus, newsletters, website and social media platforms	
I am NOT happy for the school to take or use photos or videos of my child.	

GDPR Notice			
<p>By signing this form, I confirm my agreement to RCS processing my child's personal data for the purpose of supervising and supporting my child on an educational visit. We do this to meet our professional responsibilities to look after your child.</p> <p>This data may be shared with outdoor providers, doctors and other professionals to help us keep your child safe.</p> <p>This data will be retained for one year, other than in the event of an accident/ incident, in line with School Policy.</p> <p>You have some legal rights in respect of the personal information we collect from you.</p>			
Signed:		Date:	

SECTION C - Access to additional school services



C1- Photos and Video Consent

We sometimes take photographs and video footage of pupils at Redbridge for legitimate reasons so that we can promote individual excellence and the work of the school. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter, school website and across our social networking platforms. Please tick the relevant box(es) below:



Use of photos & videos	Tick (✓)
I am happy for photos and videos to be taken of my child for what the school would deem as legitimate interests.	
I am happy for photos of my child to be used in both printed and electronic school materials EG school prospectus, newsletters, website and social media platforms	
I am NOT happy for the school to take or use photos or videos of my child.	

C2- Use of Biometric Data Consent

We use what is known as 'biometric data' in school. Specifically, we use your child's fingerprints. We'd like your consent to use your child's fingerprints in the ways listed below. This information is held securely in school only, and helps us operate these systems such as our cashless canteen more efficiently. Please tick the relevant box(es) below:



Use of biometric data	Tick (✓)
I am happy for the school to use my child's fingerprints for them to receive school meals.	
I am happy for the school to use my child's fingerprints for them to add money to their food account.	
I am happy for the school to use my child's fingerprints for them to use school library services.	
I am NOT happy for the school to use my child's biometric data in these ways.	

C3- SIMS Learning Gateway Parental Access

Sims Learning Gateway (SLG) gives you as parent/carer meaningful and up to date information about your child's achievements, progress and attendance at school. If you would like access to real-time information about your child's progress in order to support them through their education and would like to sign-up for an account the please tick relevant box(es) below:



SIMS Learning Gateway	Tick (✓)
I have read the SIMS SLG 'Usage policy' which is viewable from the school website	
I am happy for the school to send me my SIMS SLG login details through the post	
I understand that the SLG processes information including your name, relationship to child, email and telephone number in order to create your personalised account	
I am happy that SLG processes information to link me to other children I have at the school. This information includes student name, year group, DOB and registration group.	
I do NOT wish to receive a SIMS SLG account	

Student First Name:		Student Surname:	
Signed (by parent/carer):		Date:	

Redbridge Community School (RCS) ensures that the information provided is treated lawfully and correctly under rules governed by the 2018 GDPR (General Data Protection Regulation). By signing, you have provided consent for RCS to reserve the right to process this information, however 'data subjects' do have the right to withdraw consent at any point in the future. This data provided will only be retained by RCS for a time necessary to comply with our legal obligations and is aligned with the School's 'Data Retention Policy'. 'Data subjects' have some legal rights in respect of the personal information we collect. Please see our website policy page or contact our GDPR officer for further information.

C4- Parent Mail

ParentMail is used as our mail communication tool to keep parents/ carers up to date with what's going on at the school and it's used send you any live notifications, letters, text messages and appointments. Please complete the section below in order to be registered on our ParentMail system so that we can send you updates electronically via email :



ParentMail	Tick (✓)
I am happy to receive information from the school electronically	
I do NOT wish to receive electronic communications via ParentMail	

If you have agreed to receive information from the school via ParentMail please confirm your email address below:

Email Address:	
-----------------------	--

C5- ICT Acceptable Use Policy & Parental Internet Permission Consent

Having parental responsibility, I grant permission for my son or daughter to access networked computer services such as electronic mail, Google classroom and the internet for educational purposes. I understand that some materials on the internet may be objectionable, but I accept responsibility for my daughter or son to follow the rules identified within the [ICT Acceptable Use Policy- AUP](#) and [ICT Bring Your Own Device \(BYOD\) policy](#) (Policies are available to view online at <https://www.redbridgecommunityschool.com/school-policies>) when selecting, sharing or exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions. Please tick the relevant box(es) below:



Internet & Email Access	Tick (✓)
I am happy for my son/daughter to have access to the school internet	
I am happy for my son/daughter to use the school email system	
I do NOT consent to son/daughter having both internet and email at school	

Student First Name:		Student Surname:	
Signed (by parent/ carer):		Date:	

C6- Access to Aged 14-19 Library Resources Consent

In this section you are required to give consent for your child to access the library's extensive range of fiction and non-fiction books in order to encourage reading for pleasure and develop individual reading skills. Please tick the relevant box(es) below:



Library Resources	Tick (✓)
I am happy for my child to access reading materials usually targeted for 14-19 year olds	
I understand that although these materials offer censorship, they may contain themes of swearing, violence, sex and drugs	
I do NOT wish for my child to access reading materials usually targeted for 14-19 year olds until they have reached the appropriate age	

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C7- Medical Consent

If your child has specific medical needs and you require the school to administer medication on your behalf then please complete the relevant information below:

Medication Details	
Name of medication:	
Date provided by parent:	
Dose:	
Frequency:	
Quantity Received:	
Expiry date:	
Date medication to be returned to parent:	
Quantity of medication returned	
<p><i>Please note: If your child is issued with or is required to take new medication you will need to contact the school office to update the details and issue further instructions.</i></p>	

Student First Name:		Student Surname:	
Signed (by parent/ carer):		Date:	

C8- Instrument Tuition Request Form

At Redbridge we offer instrumental tuition in the following instruments: flute, clarinet, saxophone, trumpet, trombone, tuba, horn, cello, violin, bass guitar, electric guitar, keyboard, piano, singing and drumming. If there is an instrument that is not on the list that has been learnt already please inform us. If your son/daughter has received individual instrumental tuition or small group tuition in their primary school we will endeavor to continue this tuition in Year 7. Anyone wishing to start a new instrument will be placed on a waiting list until a place becomes free (please note drums and singing are very popular and are usually only available from Year 9 for those who choose music as an option or those who have had lessons before- extra-curricular clubs allow access to these instruments).



Please complete the form below if your child is interested in any of the following:

My son/daughter has had individual/ small group lessons at primary school and would like to continue this at Redbridge.	Tuition in:
My son/daughter has taken part in Respect drumming/ drumming club	
My son/daughter has not had lessons before but would like to be placed on a waiting list for lessons.	Tuition in:
My son/daughter would potentially be interested in attending extra-curricular clubs in (please tick):	
Band	Samba band
Drumming	Singing
Keyboard club	Song writing
Music technology	Steel Pans
Orchestra	Ukulele

Redbridge Community School (RCS) ensures that the information provided is treated lawfully and correctly under rules governed by the 2018 GDPR (General Data Protection Regulation). By signing, you have provided consent for RCS to reserve the right to process this information, however 'data subjects' do have the right to withdraw consent at any point in the future. This data provided will only be retained by RCS for a time necessary to comply with our legal obligations and is aligned with the School's 'Data Retention Policy'. 'Data subjects' have some legal rights in respect of the personal information we collect. Please see our website policy page or contact our GDPR officer for further information.