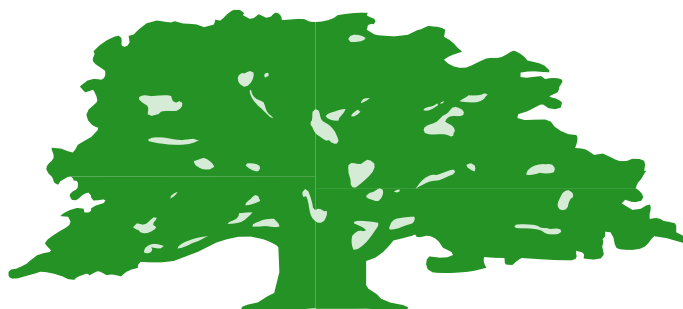


YSGOL DERWEN/DERWEN FOUNDATION SCHOOL



Parental Information Check List

This section provides a check list of all the documents that need to be signed and returned to the school office.

Description	✓
Parental Information Form (pages 1 & 2)	
Data Collection Sheet	
Plasc First Language Data Collection Sheet	
National Identity & Ethnic Background Record Form	
Internet & E-mail Use Permission Form	
Consent Form for Pupil Images	
Home School Agreement Acceptance Form	
Parent Consent Form for Routine Off-Site Visits	
Privacy Notice	For information

Please return the above documentation to the School Office on your child's first day of attendance.

Thank you for your assistance.



**PARENTAL INFORMATION FORM
2021/2022**

Please complete all sections and return to the school office.

Surname:	Forename:
Middle Name:	Chosen Name:
Date of Birth:	Gender: Class:
Address (inc. Postcode) :	
E-mail:	Telephone (Home):

Please give details of all persons who have parental responsibility, see definition overleaf.

Priority	Name/Relationship	Home Address/Phone/Mobile	Work Phone
1			
2			
3			

Emergency Contact Numbers – Place them in the order you wish for them to be contacted.

Priority	Name/Relationship	Home Address/Phone/Mobile	Work Phone
1			
2			
3			
4			

Dietary Needs

Meal Arrangement School Lunch Sandwiches Home Free School Meal

**Medical Practice:
Address:**

Telephone Number:

Medical Condition(s)

Travel Arrangements

Please tick the appropriate choice

- Bicycle Train Car Walk Taxi School Bus Car Share
 Public Bus Service Other

Siblings: If there is an older brother or sister in school please give the name and present year group of the next oldest child.

Name:

Year Group:

Ethnic Group:**Religion:****Home Language:****Any Other Language:**

Data Protection Act 1998: The School is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF. We also comply with General Data Protection Regulation (GDPR) 25/05/18.

Signature of Father/Guardian**Signature of Mother/Guardian****PARENT/PARENTAL RESPONSIBILITY – EXPLANATORY NOTES**

The Children Act 1989, which came into force on 14 October 1991, has altered the position of parents and has introduced a new term “parental responsibility”.

In the words of the Children Act a parent in relation to a child or young person includes any person who, although not a parent, does have parental responsibility for the child. It also includes a person who has the care of the child. Parental responsibility may be held by a number of people at any time:-

Persons who have parental responsibility automatically are:

- a) the child’s natural mother;
- b) the child’s natural father, but only if the mother and father were married before the child was born;

Other people can attain parental responsibility under one of the following methods:

- a) unmarried father gains parental responsibility:-
 - i. upon marrying the mother;
 - ii. by completing a parental responsibility agreement, obtained from a Court Office and to be completed by both the mother and father;
 - iii. by obtaining a Court Order giving the father parental responsibility.
- b) a person who is appointed by the Court or the parent as a guardian for the child gains parental responsibility at the time the appointment takes effect.
- c) Where the Court orders that the child shall reside with a named person, that person gains parental responsibility.
- d) Adoptive parents of an adopted child have parental responsibility.

Schools are required to keep, on the admissions register, details for each child of every parent, or person with parental responsibility, details of the person(s) with actual custody of the child, and at least one telephone number where one of those persons can be contacted in the case of an emergency.

YSGOL DERWEN/DERWEN FOUNDATION SCHOOL



DATA COLLECTION SHEET

Please complete all sections and return to the school office.

Surname:	Forename:
Middle Name:	Chosen Name:
Date of Birth:	Gender: Class:
Address:	
Post Code:	Telephone (Home):

Additional Pupil Details Please circle your answer.

1	Is your child eligible for Free School Meals? <i>Full-Time pupils Only</i>	Yes/ No
2	Is your child eligible for Free School Milk? <i>All pupils under 5 or at KSI</i>	Yes/ No
3	Can your child speak Welsh? <i>(if no there is no need to answer questions 4 -7)</i>	Yes/ No
4	Which of the following best describes your child's fluency in Welsh? <i>(please tick)</i>	Speaks Welsh fluently Speaks Welsh but not fluently
5	Does your child speak Welsh at home?	Yes/ No
6	Which of the following best describes the use of the Welsh language by your child at home? <i>(please tick)</i>	Speaks Welsh with one parent Speaks Welsh with both parents Does not speak Welsh at home
7	Does your child speak Welsh in the home with his/her siblings?	Yes/ No
	This information was provided by: <i>(please tick)</i>	Parent Pupil School

Data Protection Act 1998: The School is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF. We also comply with General Data Protection Regulation (GDPR) 25/05/18.

Signature of Parent:	
-----------------------------	--

YSGOL DERWEN/DERWEN FOUNDATION PRIMARY SCHOOL

PLASC FIRST LANGUAGE DATA COLLECTION

September 2021

Dear Parent/Carer

Collecting and Recording Data on First Language of Pupils

Why are we collecting this information?

Schools need to collect information about the **First Language** of their pupils. This is so that schools, Local Authorities and the Welsh Assembly Government can have a better understanding of all of the languages that are spoken in communities in Wales. This will help us to plan services to provide support for pupils who need it in order that they have every opportunity to do as well as they can at school.

What does 'First Language' mean?

By 'First Language' we mean the language your child first learned as a small child. Your child may still be using this language at home or in your community, even if he or she uses another language or languages more often.

Please complete the form about your child's first language on the reverse of this letter.

Who should complete the form?

If your child is at primary school, you should complete the form for them.

What will happen to the information?

This is confidential information and will not be published in any way that allows individual children to be identified. The information will not be used for any other purpose than described earlier in this letter. From time to time this information will be passed to the Local Authority and the Welsh Assembly Government as part of local and national statistics.

What happens when my child moves school?

If your child moves to another school, the information about your child's First Language will be passed on to the new school so that you do not have to be asked for it again.

Can I check the information being held about my child's First Language?

You can ask to check the information about your child's First Language at any time and the information can be changed or removed if you wish.

Thank you very much for your help.

Yours sincerely

R K Jones

Headteacher

PLASC FIRST LANGUAGE DATA COLLECTION FORM

CHILD'S NAME

CLASS

The data requested will be stored on the school management information system and used for the purposes outlined in our Privacy Notice. Every effort is made to ensure the accuracy and security of personal data held by the school. Individuals have certain rights of access to personal information held on them; these are outlined in our Privacy Notice "What the School, Local Authority and Welsh Assembly Government does with Information it holds on Pupils" copies of which are available on request from the school office.

We are trying to find out all of the languages that are spoken by pupils in our school.

1. **Was the first language learnt by your child English and/or Welsh?**
(This might be the language spoken at home or in the community.)

Please tick one of the following:

YES: NO: (If No, please answer question 2)

2. **If the first language learnt by your child was not English and/or Welsh, what was the first language learnt?**

Response: (First Language)

If you do not want to provide first language data, please indicate by ticking this box:

3. **Did your child learn any other language which is still used at home or in the community?**

Response: (Multiple First Language(s))

4. **Is your child learning any other languages outside of school?**

Response: (Tuition Language)

This information was provided by:

Parent

Carer

Signed:

YSGOL DERWEN/DERWEN FOUNDATION SCHOOL

September 2021

Dear Parent

Collection and Recording of Data on Pupils' National Identity and Ethnic Background

I enclose a form for you to fill in about the national identity and ethnic background of your child, as all schools are asked to do by the Welsh Assembly Government. Please read the descriptions of "national identity" and "ethnic background" then tick the appropriate boxes on the form. Please return the form to the school office.

We are committed to ensuring that pupils from all ethnic backgrounds enjoy equal opportunities to fulfil their potential in every aspect of school life. The information we are requesting now will help us to achieve that, therefore, we hope you will feel able to provide this information and fill in the enclosed form. These details will increase the level of knowledge we have about our pupils and the communities we serve. It will also help us to plan and meet individual pupil's learning needs and assist us in ensuring that the curriculum meets the specific needs of individuals and groups of pupils.

The information you provide will also be used to compile statistics on the school careers, experiences and achievements of pupils from different ethnic backgrounds. The statistics will help to highlight any areas in which pupils from particular ethnic backgrounds may not enjoy the opportunity to fulfil their potential. It will then be possible to address these areas. The statistics will also help to highlight good practice, so that it can be identified and shared between schools and Local Education Authorities throughout Wales.

These statistics will not allow individual children to be identified publicly and the information will only be used for statistical and research purposes. This information will be passed to the Local Education Authority and the Welsh Assembly Government to contribute to local and national statistics.

Where possible, information about your child's national identity and ethnic background will be passed on to any other school in Wales to which your child transfers, to save you being asked for it again.

If you do not wish to provide your child's national identity and/or ethnic background information, please tick the appropriate box or boxes on the enclosed form.

If you do not return the form, this will not, in itself, amount to refusal to provide the information. If you have not returned your completed form within four weeks, the school will use its best judgement to assess the ethnic background of your child, noting that the information has been arrived at in this way, rather than provided by you. The school will let you know this decision and you can ask to have the information altered or removed, if you wish. The school will not, however, assess your child's national identity.

Please note that you can ask to check your child's information at any time, and, if you wish, you may have the national identity and/or ethnic background information changed or removed.

Thank you very much for your assistance.

Yours sincerely

R K Jones

Headteacher

YSGOL DERWEN/DERWEN FOUNDATION SCHOOL

National Identity and Ethnic Background Record Form

This form seeks the following data

- the pupil's national identity;
- the pupil's ethnic background.

Explanatory note

National identity and ethnic background

Our national identity relates to which of the national identity groups overleaf we most identify with. Our ethnic background describes how we think of our own ethnicity which may differ from our national identity and may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Neither national identity nor ethnic background are necessarily equivalent to nationality or country of birth.

Please study the two sections, A and B, of the form overleaf and tick one box only in each section, to indicate the national identity and ethnic background of the pupil named above. Please also tick whether the form was filled in by a parent or by the pupil.

Please return the form to the school within four weeks, either by post to the headteacher, or by bringing it into the school office.

The data requested will be stored on the school management information system and used for the purposes outlined in our Privacy Notice. Every effort is made to ensure the accuracy and security of personal data held by the school. Individuals have certain rights of access to personal information held on them; these are outlined in our leaflet "What the School, Local Education Authority and Welsh Assembly Government does with Information it holds on Pupils" copies of which are available on request.

YSGOL DERWEN/DERWEN FOUNDATION SCHOOL

National Identity and Ethnic Background Record Form

Child's Name:

Class:

Section A: National Identity

Please tick ONE box only and indicate who provided the information below (pupil or parent)

Welsh	<input type="checkbox"/>
English	<input type="checkbox"/>
Scottish	<input type="checkbox"/>
Irish	<input type="checkbox"/>
British	<input type="checkbox"/>
Other (please specify)	
I do not wish a national identity to be recorded	<input style="border: 1px solid green;" type="checkbox"/>

This information was provided by:			
Parent		Signature	
Print Name			

Section B: Ethnic Background (extended categories)

Please tick ONE box only and indicate who provided the information below (pupil or parent)

(a) White			
White - British	<input type="checkbox"/>	Kosovan	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>	Latvian	<input type="checkbox"/>
'New' Traveller	<input type="checkbox"/>	Lithuanian	<input type="checkbox"/>
Occupational Traveller	<input type="checkbox"/>	Maltese	<input type="checkbox"/>
Other Traveller	<input type="checkbox"/>	Montenegrin	<input type="checkbox"/>
British Gypsy/ Gypsy Roma	<input type="checkbox"/>	Polish	<input type="checkbox"/>
Gypsy/Gypsy Roma from Other Countries	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>
Other Gypsy/Gypsy Roma	<input type="checkbox"/>	Romanian	<input type="checkbox"/>
Albanian	<input type="checkbox"/>	Russian	<input type="checkbox"/>
Bosnian-Herzegovinian	<input type="checkbox"/>	Scandinavian	<input type="checkbox"/>
Bulgarian	<input type="checkbox"/>	Serbian	<input type="checkbox"/>
Croatian	<input type="checkbox"/>	Slovakian	<input type="checkbox"/>
Czech	<input type="checkbox"/>	Slovenian	<input type="checkbox"/>
French	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
German	<input type="checkbox"/>	Turkish/Turkish Cypriot	<input type="checkbox"/>
Greek/Greek Cypriot	<input type="checkbox"/>	Ukrainian	<input type="checkbox"/>
Hungarian	<input type="checkbox"/>	White European Other	<input type="checkbox"/>
Italian	<input type="checkbox"/>	Other White	<input type="checkbox"/>

Continued Overleaf

(b) Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
White and Chinese	<input type="checkbox"/>
White and Any Other Ethnic Group	<input type="checkbox"/>
Asian and Black	<input type="checkbox"/>
Asian and Chinese	<input type="checkbox"/>
Asian and Any Other Ethnic Group	<input type="checkbox"/>
Black and Chinese	<input type="checkbox"/>
Black and Any Other Ethnic Group	<input type="checkbox"/>
Chinese and Any Other Ethnic Group	<input type="checkbox"/>
Other Mixed Background	<input type="checkbox"/>

(c) Asian or Asian British	
Indian	<input type="checkbox"/>
Mirpuri Pakistani	<input type="checkbox"/>
Other Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
African Asian	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>
Nepali	<input type="checkbox"/>
Sinhalese	<input type="checkbox"/>
Sri Lankan Tamil	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>

(d) Black or Black British	
Caribbean	<input type="checkbox"/>
Ghanaian	<input type="checkbox"/>
Nigerian	<input type="checkbox"/>
Sierra Leonian	<input type="checkbox"/>
Somali	<input type="checkbox"/>
Sudanese	<input type="checkbox"/>
Other Black African	<input type="checkbox"/>
Black European	<input type="checkbox"/>
Black North American	<input type="checkbox"/>
Other Black	<input type="checkbox"/>

(e) Chinese or Chinese British	
Hong Kong Chinese	<input type="checkbox"/>
Malaysian Chinese	<input type="checkbox"/>
Singaporean Chinese	<input type="checkbox"/>
Taiwanese	<input type="checkbox"/>
Other Chinese	<input type="checkbox"/>

(f) Any other ethnic background			
Afganistani	<input type="checkbox"/>	Libyan	<input type="checkbox"/>
Arab	<input type="checkbox"/>	Lebanese	<input type="checkbox"/>
Egyptian	<input type="checkbox"/>	Malay	<input type="checkbox"/>
Filipino	<input type="checkbox"/>	Moroccan	<input type="checkbox"/>
Irani	<input type="checkbox"/>	Polynesian	<input type="checkbox"/>
Iraqi	<input type="checkbox"/>	Thai	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
Korean	<input type="checkbox"/>	Yemeni	<input type="checkbox"/>
Kurdish	<input type="checkbox"/>	Other Ethnic Group	<input type="checkbox"/>
Latin/South/Central American	<input type="checkbox"/>		

I do not wish an ethnic background to be recorded

This information was provided by:	
Parent Print Name	Signature

What the School, Local Education Authority and Welsh Assembly Government does with Information it holds on Pupils

Subject

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed on.

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Local Education Authority (LEA) and **Derwen Foundation School**.

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

The **School** processes the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Welsh Assembly Government & Local Education Authority (LEA)

The Welsh Assembly Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools' Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics

The LEA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition, the Welsh Assembly Government and LEAs receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

Personal information held

The sort of personal information that will be held includes:

- personal details such as name, address, date of birth, pupil identifiers and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Organisations who may share personal information

Information held by the School, LEA and the Welsh Assembly Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example with;

other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;

- bodies doing research for the Welsh Assembly Government, LEA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any organisation. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details can be obtained from Derwen Foundation School, Tel: 01244 660291 or e-mail: kimail@derwen-pri.flintshire.sch.uk.

Other information

The Welsh Assembly Government, LEA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Assembly Government, LEA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances a pupil's parent or legal guardian will have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- your child's school on **01244 660291**.
- your LEA on **01352 752121**.
- the Welsh Assembly Government's data protection officer at, The Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's office help line can be contacted on 01625 545 745;
- information is also available from www.ico.gov.uk



YSGOL DERWEN / DERWEN FOUNDATION SCHOOL

Internet and Email Use Permission Form

Please complete and return this form to the Headteacher.

Pupil:

I have read and understand the school Responsible Use of Electronic Communication, and agree to comply with them. I will use the **Internet**, email and other **ICT** facilities at school in a safe and responsible way and observe all the restrictions explained to me by the school. I understand that my use of the **Internet** and email will be monitored and give my consent for this to be done.

Pupil's signature:

Date:

Parent:

I have read and understand the school Rules for Responsible Use of Electronic Communication and as the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use the **Internet**, email and other **ICT** facilities at school. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials, including the teaching of **Internet** safety skills to pupils, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the **Internet**. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.

This consent will be valid for the period of time that my child attends the school. If I wish to withdraw my consent at any time then I will inform the school of this decision in writing.

I understand that my child's use of the **Internet** and email will be monitored and I give my consent for this to be done.

Parent's or Guardian's Signature: Date:

Name (In block capitals):



YSGOL DERWEN / DERWEN FOUNDATION SCHOOL

Electronic Communication

Rules for Responsible Use

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will only access the system using my class password and with permission from a member of staff and while supervised.
- I will not access other people's or classes files.
- I will only use the computers for school work and homework.
- I will not bring in any removable media, such as memory stick or CD, from outside school unless I have been given permission.
- I will ask permission from a member of staff before using the Internet.
- I will report any unpleasant material which may appear on the computer whilst using the Internet.
- I will only email people I know or my teacher has approved.
- The messages I send will be polite and responsible.
- A file will only be sent with my email message if it has been checked and is free from viruses and if my teacher has approved sending the file.
- I will not give my home address or telephone number or arrange to meet someone.
- I will not disclose any other person's name, address or any of their personal details.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files, including electronic mail messages, and may monitor the Internet sites I visit.



YSGOL DERWEN / DERWEN FOUNDATION SCHOOL

Consent Documents: Form and Conditions of Use 2021/2022

Name of Child:

Year.....

Occasionally, we may take photographs of the children at our school. We may use these images in our schools' prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998 and GDPR 2018, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 8 below, then sign and date the form where shown.

Please return the completed form to the school as soon as possible.

	Please circle your answer
1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes ?	Yes / No
2. May we use your child's image on our website ?	Yes / No
3. May we use your child's image on Virtual Learning Environment eg Google Classroom ?	Yes / No
4. May we use your child's image on the School Twitter Account ?	Yes / No
5. May we record your child's image on video and use Webcam	Yes / No
6. Are you happy for your child to appear in the media, newspaper or online publications ?	Yes / No
7. Are you happy for your child's photograph to appear on their own pupil reports, records and internal school displays ?	Yes / No
8. Are you happy for your child's photograph to appear in group photographs in another child's report, records and internal school displays ?	Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

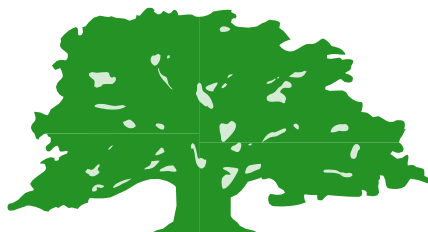
I understand that if I wish to withdraw my consent then I must inform the school of this decision in writing.

Name (Block Capitals)

Parent/Guardian Signature:..... Date:.....

Conditions of Use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, or our website or virtual learning environment, in our school prospectus or in any of our other printed publications.
4. We will not include personal email or postal addresses, or telephone or fax numbers on video, or our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.
6. If we name a pupil in text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.



YSGOL DERWEN/DERWEN FOUNDATION SCHOOL

HOME/SCHOOL AGREEMENT

'Developing Potential Through Educational Excellence'

This Home/School Agreement is a statutory requirement placed upon all schools.

At Derwen Foundation School the staff and governors have always emphasised the importance of school and parents working together in partnership. We believe that commitment to this partnership is essential if each young person is to achieve his or her full potential.

We have, therefore, taken time to seriously consider the commitments which we feel are important for us to make, and to articulate them to you clearly and simply. We hope you will feel that the important role you play in your child's education has been clearly stated, and the statements are ones which you can happily subscribe to. We also hope you will be able to discuss with your child the section on the expectations of pupils (if he/she is of an age to fully understand them) so that pupils, too, can share in the responsibility for their education.

Although there is no obligation on you to do so we trust that, having read the agreement, you will be prepared to sign the proforma below and return it to school thereby demonstrating your support for your child and the school.

R K Jones
Headteacher

✂.....

YSGOL DERWEN/DERWEN FOUNDATION SCHOOL

ACCEPTANCE OF HOME/SCHOOL AGREEMENT

Child's Name	
Year Group	
Parents' Signature(s)	
Date	
Headteacher's Signature	



**YSGOL DERWEN/DERWEN FOUNDATION SCHOOL
HOME/SCHOOL AGREEMENT**

'Developing Potential Through Educational Excellence'

September 2021

THE SCHOOL'S COMMITMENT IS TO:

- Welcome parents to the school as partners in their child's education
- Provide a safe and secure environment for pupils
- Provide equal access to all pupils to a broad and balanced National Curriculum
- Encourage pupils to do their best at all times
- Encourage pupils to have care and respect for other children and adults who work and help in the school
- Encourage pupils to have care and respect for their surroundings and the property of others
- Keep parents informed of their child's progress at school
- Inform parents of matters for praise or concern affecting their child's work or behavior
- Advise parents of the topics for teaching at the beginning of each term
- Keep parents informed about school life and events through regular communications.

THE PARENTS' COMMITMENT IS TO:

- Promote the importance of arriving at school on time
- Ensure that their child attends regularly and provides a note or message of explanation in the event of absence
- Support the school's expectations of care and consideration for others, their property, and their school environment
- Let the school know about any concerns or problems that might affect their child's work or behavior
- Support the school's policy on dress code for daily wear and for PE and Games
- Endeavour to attend parents' evenings to discuss progress
- Support their child when engaged in home learning.
- In all communications (either directly through the school or personally), whether oral, written or by electronic means eg Twitter, Facebook, WhatsApp etc., be mindful of and show respect for the confidentiality of any aspect of the School, including its pupils, its staff, the Parents and the Governors.

THE PUPIL IS EXPECTED TO:

- Abide by the school's code of conduct as exemplified by:-
- Always being polite, courteous and considerate to other pupils and adults
- Maintaining the good name of the school and the family by his/her actions and behavior
- Being on time and attending every day
- Wearing the correct school uniform
- Ensuring that home learning activities are completed on time and returned to school
- Always trying their best.



**PLEASE COMPLETE THIS FORM FOR YOUR CHILD AND RETURN IT TO
SCHOOL AS SOON AS POSSIBLE**

**Ysgol Derwen Parent/Guardian Consent For
Routine Off-Site Visits**

Your Child's Name:

I hereby agree to my child participating in routine visits off the school site. These visits might include the following, or similar, activities:

Weekly Club Sporting Fixtures, Swimming Lessons & Galas, & other Off-Site School Events

These visits will normally take place at the following, or similar, locations:
Other L.E.A. Primary Schools and Sporting Venues

I understand that:

- Such visits will normally take place within the school normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may 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 extended journeys, times or expense;
- 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 effect them during the visit;
- All young people are covered by the Local Authority's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover for your child.

Full Name of Parent/Guardian:

Signature of Parent/Guardian:

Address:

..... Tel. No:

Date:

Schoolgateway



Visit the website: www.schoolgateway.com

September 2021

SCHOOL COMMS

You can make online payments to school via credit or debit card

Introducing the School Gateway App or website. This means you will be able to make online payments via the School Gateway smartphone app or website for school meals and educational visits.

The school has a separate account for school meals, only meal payments can be made here. You will be able to view school meal balances and top them up at any time to keep your account in credit.

Educational trips, snack etc can also be paid online and will be linked to your child's account.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

What you need to do now

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

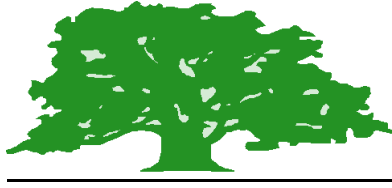
□ **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone).

OR

□ **Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

We hope you will find School Gateway to be a fast and easy way to pay for school items.



SCHOOL DRESS CODE

We all feel proud to be members of Ysgol Derwen and in representing the school this is a message we are keen to communicate with the local and wider community. Please encourage your child to respect their uniform and to keep clean and smart at all times.

The School has its own uniform which all pupils (Nursery to Year 6) are strongly encouraged to wear. Most of the items can be obtained from chain stores.

If you would like your child to have the school logo on their uniform, these are available from Forrester by Monkhouse in Mold.

It would be most helpful if all main items of clothing are clearly labelled. This would greatly reduce the large amount of "lost property" which the school is left with each term. The school cannot take responsibility for lost belongings. Please also keep equipment bags as modest in size as possible as space within the school is limited.

Jewellery

The wearing of jewellery can be dangerous in some activities and is therefore not allowed at school. In order to comply with the LA and school's own Health and Safety Policy, jewellery is not permitted to be worn during P.E. and Games lessons. All forms of jewellery (bracelets, necklaces, earrings, rings etc.) should not be worn during school hours/visits when wearing school uniform. Watches and earring studs only are permitted. Any child who cannot remove stud earrings for PE lessons, for whatever reason, must cover them with micropore tape. Watches must also be removed for P.E./Games activities.

Extreme Fashion Haircuts

Extreme fashion haircuts are actively discouraged e.g tramlines, colours, Mohicans. Long hair (boys and girls) should be tied back at all times. We welcome your full support in these matters.



SCHOOL UNIFORM

(Nursery to Year 6)

BOYS

Autumn/Winter/Spring Terms

White shirt and school tie

or

Pale blue polo shirt.

Navy jumper or navy sweatshirt

Grey trousers (no jeans)

Footwear - **Black** shoes

Summer Term

Pale blue polo shirt

Grey trousers or shorts (no football shorts)

Footwear - **Black** shoes

GIRLS

Autumn/Winter/Spring Terms

White blouse or shirt and school tie

Navy jumper, sweatshirt or cardigan

Grey skirt or pinafore or grey **tailored** trousers

Footwear - **Black** shoes

(no slingbacks or high heels)

Summer Term

Blue striped (or gingham) dress

Pale blue polo shirt

White blouse

Footwear - **Black** shoes



P.E. (PHYSICAL EDUCATION) KIT

Boys and Girls - Indoor

Plain White T Shirt

Black Shorts

Footwear - black pumps or bare feet in hall

Dance/Drama

As above

Junior Boys and Girls - Outdoor Summer

White T Shirt

Black Shorts

Footwear - Trainers or pumps

Tracksuit or similar for colder weather

Junior Boys and Girls - Outdoor Winter

White T Shirt

Black Shorts & Socks

Tracksuit or similar

Footwear - Boots and Trainers

Foundation Phase - Indoor

Plain White T Shirt

Black Shorts

Footwear - black pumps or bare feet in hall

Foundation Phase - Outdoor

As for P.E. Kit

Tracksuit or similar for colder weather

Footwear - Trainers or Pumps

Swimming (Juniors only)

Swimming Trunks/Costumes

Towel & Swimming Cap for longer hair



YSGOL DERWEN/DERWEN FOUNDATION SCHOOL

Privacy Notice - How we use pupil information in line with GDPR 2018 Regulations

Why do we collect and use pupil information

We collect and use pupil information under Section 537A of the Education Act 1996, and Section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

Ysgol Derwen keeps information about you on computer systems and also sometimes on paper. We hold education records securely until a pupil changes school. The records will then be transferred to the new school. There are strict controls on who can see the information. We will not share data if you have advised us that you do not want it shared unless it is the only way we can make sure a pupil stays safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (Flintshire County Council) and their commissioned providers of local authority services
- the Welsh Assembly Government

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Welsh Assembly Government (WAG) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school office or the Headteacher. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to get a copy of the information about you that FCC shares with W.A.G please go to: <http://www.flintshire.gov.uk>

If you would like to discuss anything in this privacy notice, please contact: Mr Richard Jones (Headteacher).