

**HILLSIDE JUNIOR SCHOOL
EMERGENCY CONTACT DETAILS/PUPIL INFORMATION**



PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND RETURN IT TO SCHOOL

To ensure that all contact information is up to date, please complete and return this form to the school office. It is very important to be able to contact parents/carers in the event of an accident or illness.

If any details given on this form change, please inform the office immediately.

Pupil Details (Please provide the school with a copy of your child's Birth Certificate & Passport)		
First Name(s)	Surname	
Date of Birth	Gender Male or Female	Religion
Address		
Nationality	Country of Birth	
	Date of arrival in UK	

Parent/Carer Details		
Mother's Name		
Address		
Home Phone Number	Mobile	
Email Address		
Father's Name		
Address		
Home Phone Number	Mobile	
Email Address		
Additional Contact 1		
Name	Relationship to Child	
Daytime Telephone Number	Mobile Number	
Additional Contact 2		
Name	Relationship to Child	
Daytime Telephone Number	Mobile Number	

Medical Information	
Name of GP	GP Telephone Number
Address	

Special Needs	School Meals
<p>Does your child have any disabilities/ special educational needs? YES/NO.</p> <p>If yes, please state which need/s your child has:</p>	<p>Are you entitled to claim free school meals for your child? YES/NO/NOT SURE.</p> <p>Please advise us, confidentially, if you are entitled to claim, even if you do not intend to claim for free schools meals. If you are not sure if you qualify, please speak to someone in the school office or visit https://www.myfreeschoolmeals.com/</p>
Children in Care	Service Families
<p>If your child is adopted or has been looked after by the local authority in the past, the school receives pupil premium funding to provide extra pupil support. Please speak to us confidentially if this applies.</p>	<p>Does your child have a parent who regularly serves in military units (e.g.: Army, Navy, Air Force) whilst exercising parental care and responsibility? YES/NO</p>

Usual mode of travel to school <i>(please tick relevant box)</i>
<p>Walk <input type="checkbox"/> Cycle <input type="checkbox"/> Car/Van <input type="checkbox"/> Car Share* <input type="checkbox"/> Taxi <input type="checkbox"/> Train/Bus <input type="checkbox"/> Other <input type="checkbox"/></p> <p><i>* car share – where you collect a child from another household on your way to the school or your child is collected by a parent of another household on their way to school</i></p>

Additional Information
<p>Please provide any information you feel may be relevant to enable us to support your child. We are happy to discuss any concerns you or your child may have. Hillside Junior School is committed to improving access to all areas of the school for everyone. If you have a disability and think we could help you, please do let us know.</p>

Ethnicity

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** Please study the list below and tick **one box only** to indicate the ethnic background of the pupil named above.

White	◆ British	<input type="checkbox"/>	Asian	◆ Indian	<input type="checkbox"/>	
	-English	<input type="checkbox"/>		Or	◆ Pakistani	<input type="checkbox"/>
				Asian		
	-Scottish	<input type="checkbox"/>		British	-Kashmiri Pakistani	<input type="checkbox"/>
	-Welsh	<input type="checkbox"/>			-Other Pakistani	<input type="checkbox"/>
	-Other White British	<input type="checkbox"/>			◆ Bangladeshi	<input type="checkbox"/>
	◆ Irish	<input type="checkbox"/>			◆ Any other Asian background	<input type="checkbox"/>
	◆ Traveller of Irish heritage	<input type="checkbox"/>			-African Asian	<input type="checkbox"/>
	◆ Gypsy/ Roma	<input type="checkbox"/>			-Kashmiri	<input type="checkbox"/>
	◆ Any other white background	<input type="checkbox"/>			-Nepali	<input type="checkbox"/>
	-Albanian	<input type="checkbox"/>			-Sri Lankan Tamil	<input type="checkbox"/>
	-Kosovan	<input type="checkbox"/>			-Sri Lankan Sinhalese	<input type="checkbox"/>
	-Portuguese	<input type="checkbox"/>			-Sri Lankan Other	<input type="checkbox"/>
	-Serbian/ Yugoslavian	<input type="checkbox"/>			-any other Asian group	<input type="checkbox"/>
	-White Eastern European	<input type="checkbox"/>				
-White Western European	<input type="checkbox"/>		Black	◆ Caribbean	<input type="checkbox"/>	
			or			
-Any other white background	<input type="checkbox"/>		Black	◆ African	<input type="checkbox"/>	
			British	-Nigerian	<input type="checkbox"/>	
				-Somali	<input type="checkbox"/>	
Mixed	◆ White and Black Caribbean	<input type="checkbox"/>		-Other Black African	<input type="checkbox"/>	
	◆ White and Black African	<input type="checkbox"/>		◆ Any other Black background	<input type="checkbox"/>	
	◆ White and Asian	<input type="checkbox"/>				
	◆ Any other mixed background	<input type="checkbox"/>	Any	◆ Afghan	<input type="checkbox"/>	
	-White and any other ethnic group	<input type="checkbox"/>	Other			
			Ethnic	◆ Arab other	<input type="checkbox"/>	
	-Asian and any other ethnic group	<input type="checkbox"/>	Group	◆ Filipino	<input type="checkbox"/>	
	-Black and any other ethnic group	<input type="checkbox"/>		◆ Iranian	<input type="checkbox"/>	
	-Chinese and any other group	<input type="checkbox"/>		◆ Iraqi	<input type="checkbox"/>	
	-any other mixed ethnic group	<input type="checkbox"/>		◆ Kurdish	<input type="checkbox"/>	
Chinese	◆ Any Chinese group	<input type="checkbox"/>		◆ Any other ethnic group	<input type="checkbox"/>	

National identity is one's **identity** or sense of belonging to one state or to one nation. It is the sense of a nation as a cohesive whole, as represented by distinctive traditions, culture, language and politics. How would you describe your national identity? Tick all that apply.

Scottish English British Welsh Irish

Other please state

This above information was provided by:

Parent

Pupil

I do not wish an ethnic background category to be recorded

We are requested to collect this information by the Department for Education for the National Pupil Database. Any information provided will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. The information will be passed on to future schools.

Language Form

Please place a tick in **both** columns

First Language – the language your child was exposed to during their first two years

Home Language – the language spoken at home

EUROPE					
BRITISH	First Language	Home Language	SCANDINAVIAN	First Language	Home Language
English			Danish		
British Sign Language			Finnish		
Welsh/Cymraeg			Norwegian		
Gaelic/Irish			Swedish		
Romany/English Romanes			SOUTHERN EASTERN EUROPE		
Traveller Irish/Sheelta			Albanian/Shqip		
CENTRAL EUROPEAN			Bulgarian		
Dutch/Flemish			Czech		
French			Greek		
German			Lithuanian		
Italian			Latvian		
Maltese			Polish		
Portuguese			Romanian		
Spanish			Russian		
			Serbian/Croatian		
			Slovak		
			Ukranian		
ASIA					
INDIAN SUB-CONTINENT	First Language	Home Language	WESTERN ASIA	First Language	Home Language
Bengali			Armenian		
Bengali (Sylheti)			Arabic		
Gujarati			Assyrian/Aramaic		
Hindi			Kurdish		
Kashmiri			Pashto/Pakhto		
Katchi			Persian/Farsi		
Konkani			Dari Persian		
Marathi			Turkish		
Malayam			CHINA/SOUTH EAST ASIA		
Panjabi			Burmese/Myanmar		
Sinhala			Chinese		
Tamil			Japanese		
Urdu			Korean		
INDO-POLYNESIA			Nepali		
Bikol			Thai		
Malay/Indonesian			Vietnamese		
Telugu					
Tagalog/Filipino					
Mauritian / Seychelles Creole					
AFRICA					
NORTH/EAST AFRICA	First Language	Home Language	SOUTH AFRICA	First Language	Home Language
Amharic			Afrikaans		
Arabic			Chichewa/Nyanja		
Luganda			Ndebele		
Lingala			Shona		
Luo			WESTERN AFRICA		
Makua			Akan/Twi-Fante		
Somali			Bemba		
Swahili/Kiswahili			Ga		
			Igala		
			Yoruba		
SOUTH AMERICA					
	First Language	Home Language			
Caribbean Creole English					
Caribbean Creole French					

If your child's first/home language is not listed, please tell us here.....

If you require an interpreter for school meetings, please tick here

Medical Information Form

Please indicate below any medical conditions your child has.

If there are any health concerns or medical issues you wish to discuss, please do not hesitate to speak to our Welfare Officer.

Please note, we can only accept medication in school that has been prescribed by your GP.

Child's Name		Class	
Medical Condition	Yes	Medication Required	Notes
Asthma			Please be aware that if your child has asthma, we need 1 inhaler (blue) and one named spacer in school. Please complete the consent form regarding emergency school inhalers available from Mrs Mulcahy.
Eczema			
Food/Other Allergies			If your child has an EpiPen the school will require their Care Plan from the hospital. 2 EpiPens and any other medication will also be required in school.
Specific Dietary Requirements			
Any other relevant information			

Please complete the form below, sign and date and return to the school.

To ensure the safety and well-being of your child whilst attending Hillside Junior School, we have policies and procedures in place covering a variety of related issues, some of which require parental consent. This form will remain in your child's file for the duration of their attendance at Hillside Junior School and will require updating should a change to the information occur. It is the parent's responsibility to inform the school of any changes. It is important to tick all boxes that apply. Where forms are incomplete we will assume permission has not been given. **You may withdraw consent at any time by writing to Mrs Veronica Shepherd, Headteacher.**

Type of Consent	Yes	No
I give consent for my child's photograph to be used within the school for display purposes		
I give my permission for my child's image to be used in school books belonging to other children.		
I give consent for my child's photograph to be used outside the school for publicity purposes. I understand that the photographs will not clearly identify individuals and that full names will not be used.		
I give permission for my child's photograph to be used on the school website.		
I give permission for my child's photograph to be used in the school newsletter.		
I give permission for my child's photograph to be used in local and/or national media		
I give consent for my child to have a school photograph taken which will be available to purchase. I understand the name of the Photographer will be published at the time of taking.		
I give consent for my child to be filmed by the school during school productions.		
I give permission for my child to take part in food tasting activities. I confirm I have informed the school of any food allergies/dietary requirements that would prevent my child from taking part.		
<p>I give permission for my child to take part in all school trips during their time at Hillside Junior School. This permission will be valid until my child leaves the school. I understand I will receive an email prior to the date of the trip, informing me of each off-site activity, often with a request for a voluntary contribution towards the cost. If on any occasion you do not wish your child to take part in a particular trip you will be expected to complete a Non-attendance of Trip Form, available from the school website and office, otherwise your child will be included in the trip.</p> <p><i>Please note the school subsidises many activities it provides to enhance your child's education. However, when voluntary contributions are requested these are in reality essential. Insufficient contributions may lead to a trip or activity being cancelled. If the cost ever causes you a financial problem, please contact the school at the earliest opportunity to discuss, in confidence, how we might be able to help.</i></p>		
I give permission for my child to use the internet as part of their learning in school. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities.		
I agree to my child watching PG rated films and video clips under the direction of the class teacher.		
I agree that if I film my child during a school production/assembly/school event it will be for personal use only and must not be shared with external agencies and confirm that no video, film or still photography from school events will be posted on any form of social media.		

Please ensure you complete and sign both sections below.

I confirm that I have read and understood all school terms and conditions (see below) and that I agree to abide by their use.

Pupil's Name	Year
Class	
Name of Parent/Guardian (please print clearly)	
Signature of Parent/Guardian	Date

I understand that if I film my child during any school activities, I am agreeing to Hillside Junior School's terms and conditions especially regarding the use of social media.

I accept that I will be held responsible where any images I may have shared with others (e.g. family members) are uploaded to social media.

Signature of Parent/Guardian	
Date	

The new Data Protection Act has changed the way schools process Pupil Data. We are now required to clearly state what our legal basis is for processing personal data about your child. For most school activities we believe *"processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"*

In other words, the Department of Education has given us the authority to provide Education Services to your child.

As part of our school activities, we may occasionally take photographs or videos of the children that attend our school. These could be individually or in groups. We use these to record achievement and to celebrate those achievements within the school.

However, we also may wish to use these images in other ways:

- school displays
- school publicity material
- school website
- school newsletter
- local or national media
- Facebook page
- Twitter account

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child to use in this way.

Please sign and complete the form attached and return to Hillside Junior School, school office. If you ever need to withdraw consent for any reason, please do so in writing to Mrs Veronica Shepherd, Headteacher.

Terms and Conditions

1. This form is valid for the period your child attends this school. Images of your child will not be used after this time.
2. Please write to the school if you wish to withdraw consent at any time.
3. The images we take will be of activities that show the school and children in a positive light.
4. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
5. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
6. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain explicit permission from the parent before using the image.
8. We will only use images of pupils who are suitably dressed.
9. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
10. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.

Once your child leaves the school, this form will be considered invalid and if we would like to continue to use your child's image (e.g. in publicity material) we will obtain renewed, written consent.