

THE SUPPLEMENT: Data Collection Guide

Tigers Early Interventions: The Magpie Learning Centre

Part A Personal Details

1. Student Details

Enter details for the child here.

2. Parents and Carers Details

The Magpie Learning Centre staff will work in partnership with you to support your child and it is important to us that we involve the right people in the right way. We will discuss progress and welfare with the primary contact, who is usually the primary care giver and usually has parental responsibility. Additional contacts may have different roles in your child's life and it will help us to work together if we know how fully they should be involved.

Primary Contact: Please write the first person you would like us to contact regarding all issues relating to your child and who can make decisions about their education and welfare. The primary contact will usually have parental responsibility and the child will usually live at their address.

For other contacts please indicate

Equal status: Please indicate if this person has equal status to the primary contact. If this is indicated, and if we are unable to contact the primary contact, we will contact the second contact, and will discuss matters relating to progress and welfare with them.

Parental Responsibility: We have a duty to report to adults with parental responsibility and to respond to their enquiries. This includes adults with parental responsibility that live at a different address and those who have no contact with their child. Please ensure all adults with parental responsibility are listed. An explanation of the term 'Parental Responsibility' can be found at <https://www.gov.uk/parental-rights-responsibilities>.

Additional and emergency contacts: ie adult who do not have **equal status or parental responsibility:** We will not discuss progress and welfare with other adults. We may contact these people if we are unable to reach a main contact in an emergency.

3. Medical information

There will be an opportunity to discuss your child's medical needs at the interview. Please bring the most recent copy of any **care plans** with you. We will write an Individual Health Care plan for your child when they start the school. Please contact your child's tutor or Ms Cole, deputy headteacher, at any time to review the plan.

All **medication** should be:

- handed into the office on arrival at school
- in the original sealed packaging and carried in a child proof container
- accompanied by a signed parental consent form giving clear instructions as to the
 - time and
 - amount of medication to be administered

Staff will then act upon these instructions and supervise the taking of the medicine.

If your child will require medication in school please request a parental consent form when you visit.

4. School Meals

Your child may be entitled to Free School Meals. For further information go to:

Leicester City residents:

<https://www.leicester.gov.uk/schools-and-learning/grants-and-allowances/free-school-meals/>

Leicestershire County residents:

<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals>

5. Ethnicity

Please complete information regarding ethnicity

6. Home School Transport

Parents/Carers are responsible for ensuring that students attend school. The Children's Hospital School does not provide any school transport. This remains the responsibility of Parents/Carers and the child's home school.

Parents/Carers are responsible for

- Ensuring that the arrangements in place are suitable for their child.
- Cancelling taxis when the child is unable to attend or if they pick up their child from school.
- Raising issues about transport with the provider and home school.

The Magpie Learning Centre will liaise to:

- inform Parents/Carers and home school of the sessions when school transport is required
- inform Parents/Carers and home school of timetable changes
- follow up concerns shared with us about transport with home school
- contact transport providers directly if they are late to collect students

7. Student Welfare

In this section tell us about any special social care arrangements around your child.

To help us work with other professionals supporting your child please tell us of any agencies working with them or you, such as social workers, family support workers and youth workers. Add names and contact details where known.

8. Special Educational Needs

In this section tell us about any special educational needs. This will help us to teach your child and to understand their needs in school.

Please add any information about assessments from Educational psychologists that you know.

Part B Permissions, Consents and Agreements

9. School Trips and Other Off-Site Activities

The Magpie Learning Centre aims to provide a rich experience and an interesting curriculum for all students including trips to parks, religious venues, theatres, shopping centres, museums etc.

In this booklet we are seeking permission for local school day trips and activities which are

- Local: within Leicester and Leicestershire and /or within 15 miles
- School: activities organised and supervised by school staff
- Day trips: fit within the normal school day

If we have this consent, we will not require further written parental consent for many local off-site activities that are offered as part of the school's curriculum and take place during the normal school day, giving the option for you to give permission by phone.

10. Photographs, Video and Media

Photographs are taken in school and on trips, as evidence for student's work and participation. They may be displayed in school, for example in assemblies. Children can remove themselves from photographs at the point when they are taken.

In this section we seek permission to take photographs to include in our school publications or the website.

Publications

We like to include photographs on our school website, in brochures, on social media and in our newsletters. These are shared on paper and electronically. Please indicate if you are willing to give permission for your child

to be included in photographs, using the options about whether first names can be included or only without any name or identifier.

If you and your child wish to change your consent at any time please contact the school.

11. Email and Internet access

Computer account, email and internet.

To enable students in their studies all students are provided with

- a school email address
- school account on Microsoft Office
- logins for educational resources that the school has subscription for
- access to the internet

Students are required to use the internet responsibly. In this section please give consent for students to have access to the computer network and the internet.

12. Home school communication

We hope to build a good relationship with you and to have good communication between home and school. Your child's tutor will find the best way to keep in touch with you regarding your child's progress and welfare, using the telephone numbers and email addresses you have supplied.

For many matters staff will use the method that they feel will be most effective depending on the situation, and may call, text, email or write letters to you. For most welfare issues staff are likely to telephone to enable a discussion immediately. Letters will be used to record formal matters such as reviews, timetable changes or concerns.

Examples of why the school may need to contact you are:

- to investigate your child's absence
- discuss your child's social, emotional and educational progress
- to notify you of school closure (e.g. training days or due adverse weather conditions)
- to provide newsletters and school updates
- to inform you of school events, such as opportunities to take part in trips and school events.
- to provide reminders regarding school events including parent teacher meetings or examinations
- to contact you in the case of an emergency

Intouch

We would like to use our electronic system, Intouch, to keep in touch with you for the following reasons.

- To follow up any unexplained absences.
- Non urgent letters, newsletters, reminders and in the event of a school closure.

Intouch uses SMS text or email. In this section we are asking for your preferred option. If no option is selected we will write to you about some events, but we will not be able to provide reminders by other methods.

If the second contact would also like to receive Intouch messages, please indicate their preference. They will need to sign the form to give their permission to be included.

13. Pastoral care

The school has a structured pastoral system and offers nurture and support through activities such as cooking gardening, sports and Forest schools.

If we are offering Forest schools we will write to you for consent at that time.

14. Home/School agreement

This lays out how we will work together in partnership. There is a copy in your information booklet and this is a copy for the school.

15. Confirmation

An opportunity to review if all the information has been completed and whether you will need medical forms. Finally sign the form to conform that you are accepting a place.

Further information

16. Social media

The social media platforms are used to provide news, celebration of the school and pupils achievements. If there is an instance where we wish to release a publication which may contain a higher level of personal information, we will seek prior written consent from you as the parent/carer.

The school will ensure that any followers to social media pages are scrutinised frequently and that only appropriate content is posted. They are not a platform to air personal concerns or complaints; should you wish to raise any issues this should be done by contacting the school office, your child's tutor or through the school's complaints procedure as appropriate.

17. Data information

The Children's Hospital School is a data controller under the General Data Protection Regulation. The personal data supplied to the school is required for the purposes of:

- pupil admission and school administration
- allocation of teachers and resources to the school
- determining a pupil's eligibility for additional learning supports
- examinations
- child welfare (including medical welfare) and
- to fulfil our other legal obligations

Data will be collected and used in compliance with the General Data Protection Regulation and Data Protection Act 2018. While the information provided will generally be treated as private to The Children's Hospital School, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies including the Department of Education & Skills and other government bodies, Examination awarding bodies or where the pupil is transferring to another school.

Changes

We rely on parents/guardians and pupils to provide us with accurate and complete information and to update us in relation to any change in the information provided.

Should you wish to rescind any permissions at any time you may do so by sending written confirmation to the school office of your wishes. The school office will confirm in writing that this has been amended.

Data Protection Policy

A copy of the full Data Protection Policy is available on the school's website or in paper copy on request.