

DATA COLLECTION SHEET

Complete all details, and return to the school office.

Surname: Forename: Chosen name: Date of Birth: Address:	Legal Surname: Middle name: Gender: Tutor Group:
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Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency and check that they are happy to be contacted by school if necessary.

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

Travel Arrangements Please tick the appropriate choice									
<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Train	<input type="checkbox"/>	Car/Van	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Taxi
<input type="checkbox"/>	Car Share	<input type="checkbox"/>	Public Bus Service	<input type="checkbox"/>	School Bus	<input type="checkbox"/>	Other		

Dietary Needs Eligible for Free School Meals Yes/No
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Medical Conditions/Allergies: Please give details of all Medical conditions below.

Please refer to the Medication Policy available on the school website under Parents / Policies www.kettlethorpehigh.co.uk

Ethnicity:**Home Language:****First Language:****Additional Information (Tick as appropriate)**

Parent(s) in the Armed Forces

Yes

No

At Kettlethorpe High School, we store and use personal information in order to educate and care for pupils in school, including those applying to the school and pupils who have recently left. There are two areas of personal information that require consent.

Photographs	The school will take, or arrange to be taken, photographs for use in school to enable staff to identify pupils e.g. on class registers, seating plans etc. This is part of our role in educating and caring for pupils. Our current school photographer is Tempest.	No parental consent required
	The school will take, or arrange to be taken, photographs that will be used for internal documents and external documents. These include newsletters, pamphlets, the prospectus and photographs of sports and performing arts events. These photographs may be used on social media, the school website and in published documents relating to school.	As a parent I consent for photographs of my child to be used as detailed. Yes <input type="checkbox"/> No <input type="checkbox"/>

Finger scan	Our catering system uses finger scans to identify pupils so that their dinner money account can be securely topped up and so that they can purchase food in school. Finger scans are shared with CRB Cunninghams to enable cashless catering. Should you not want finger scanning to take place we have alternative methods of paying for food in school. Please note that finger scans are not the same as finger prints.	As a parent I consent for finger scans to be used as detailed. Yes <input type="checkbox"/> No <input type="checkbox"/>
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General Data Protection Regulations (GDPR): For more details about our use of information, please see the privacy notice on the school website www.kettlethorpehigh.co.uk under parents/privacy.

The consents that have been given will last until the December after your child has left the school in Year 11. However, at any point consents can be checked and amended by contacting the school office on 01924 251605 or by emailing adminoffice@kettlethorpe.wakefield.sch.uk. Consents can also be amended online on the school website www.kettlethorpehigh.co.uk/privacy

Signature:**Date:**