# Q3 Academy Great Barr Data Collection Form

To be completed in full by an adult with legal responsibility for the child.

Legal Surname: Legal Forename(s):		
Date of Birth:		
Gender:		
Address:		
Previous school/academy:		
contacted in the event of an emerg completed below. The Priority 1 e-m notifications such as student absen-	rsons with parental responsibility, and anyone else vergency. Contact will usually be made in the order of phail address will be used for access to the ParentPorces and event reminders. Please ensure a voicemain all telephone numbers submitted.	riority as tal and for
Priority 1		
Full name of contact:		•
Relationship to student: Address:		•
Address:		•
Home telephone number:		•
Mobile telephone number:		•
E-mail address:		•
Priority 2 Full name of contact:		
Relationship to student:		
Address:		•
		•
Home telephone number:		•
Mobile telephone number: E-mail address:		•
Priority 3		•
Full name of contact:		
Relationship to student:		•
Telephone number:		·
Priority 4		
Full name of contact: Relationship to student:		
Telephone number:		•
- Собрасто полительной		•
Doctor's Name:		
Surgery Address:		
Surgery Telephone Number: _		
Medical Card Number:		
Medical/health conditions that the Aca	demy should be aware of:	
Details of any Special Educational Nee	eds/EHCP (Educational Health Care Plan):	

(Please ensure that you speak with our SENCo, Miss Chamberlain.)

# Student's ethnicity (as declared by parent/carer completing the form): White Mixed [] English [] White and Black Caribbean [] Irish [] White and Black African [] Traveller of Irish heritage [] White and Asian [] Gypsy/Romany [] Other: [ ] Other: \_\_\_\_\_ Asian or Asian British Black or Black British [] Indian [1 Caribbean [] Pakistani [] African [] Bangladeshi [] Other [] Chinese [] Other: \_\_\_\_\_ [] Not listed: [] I do not wish ethnicity to be recorded Home language: Other language(s) spoken at home: Religion: Regular mode of transport to and from the Academy: [] Car/van [] Public bus [] Car share [] Taxi [] Other: \_\_ [] Walk [ ] Cycle (it is your responsibility to ensure that your child wears a helmet for protection) Meal arrangements: [] Own packed lunch [] Purchasing food at the Academy [] In receipt of 'Free School Meals' Please list any sibling(s) at Q3 Academy Great Barr: Student lives with (please tick all that apply): [] Mother [] Stepmother

## Request by the Academy to give Paracetamol

[] Father

[] Carer

your child below:

In the event that we are asked to administer paracetamol to assist with pain relief please provide consent for the Academy to do so. Please note that we will normally administer paracetamol following a head injury or when a student is taking other medication. You are consenting to paracetamol being administered for pain relief as per the recommended dosage for the age of your child, and understand that you must immediately inform the Academy in writing of any period when your child is taking other medication(s) and as such may not take paracetamol. You also accept that this is a service which the Academy is not obliged to undertake and may terminate without notice.

Please outline or comment on any other information that the Academy would benefit from knowing about

[] Stepfather

[] Other:

Do you consent to the Academy administering paracetamol as detailed overleaf? [] Yes, I consent to my child being given paracetamol as needed. [] No, I do not consent to my child being given paracetamol.

# **Video and Photographic Consent**

Q3 Academy would like to use photographs/video images of your child. These can be used to demonstrate or promote activities relating to the Academy's curriculum and extracurricular provision. This includes the Academy's website, social media pages, magazines, and associated print and television appearances. Please detail consent provided below, we will assume no consent given where a box remains unticked.

Internal use	Photo/image in internal magazines or brochures	Photo/image on internal display boards	Video Footage on internal Television screens
Student Image			
Student Name			

External use	Photo/image in external newspaper, magazines or brochures	Video footage on external television programmes	Photo/Image in articles including: Academy FoQus magazine/social media	Video Footage on Q3 Academy website/social media
Student Image				
Student Name				

Please note that the Internet/Academy website can be viewed throughout the world and any personal information shared on here will go beyond the U.K. and the European Area. No student may post images, video footage, or content including Academy staff, students. and images of the Academy, or use the Academy name on any website without prior written consent from the Head of School and the persons involved.

#### **Immunisation Information**

Please identify which of the following immunisations your child has received and date as appropriate (from your child's red book):

Date Received	Usual age due	Immunisation	
	2 months	1st Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenzae (Hib), Polio, Men C	
	3 months	2nd Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenzae (Hib), Polio, Men C	
	4 months	3rd Diphtheria, Tetanus, Whooping Cough, Haemophilus Influenzae (Hib), Polio, Men C	
	12-18 months	Measles, Mumps, Rubella (1st MMR) (2nd MMR – usually at 3-5 years)	
	3-5 years	Diphtheria, Tetanus, Whooping Cough, Polio Booster	
	10-14 years	BCG (only for children with identified risk factors)	
	14 years	Tetanus, Polio and Diphtheria Booster	

## Policies and documents from the pack provided

[] Academy Partnership Agreement (required to enrol your child)

There are a number of additional agreements and policies that are available to view in the Academy or on our website. Please confirm that you have carefully read the information in the following documents and tick to confirm that you understand and agree to these conditions:

	Active Student Agreement (required to ptable Use Policy (required for your child	•	
	arent/carer, confirm that this is a true anagree to all Academy policies and proced		
	nt of Q3 Academy Great Barr, agree to c and the Academy Partnership agreemer		icies and procedures and have read
Signed:	Parent/Carer	Date:	
Signed:	Student	Date:	
Signed:	Mr M Arnull – Head of School	Date:	<u> April 2019</u>

# Privacy Notice (including General Data Protection Regulations from 25<sup>th</sup> May 2018)

Once you submit this data pack, the Q3 Academies Trust has a responsibility to retain it. If for some reason, your child does not commence their Academy education at Q3 Academy Great Barr, then this data will be securely destroyed as per our data retention guidelines and will not be processed by the Trust after that point. If you wish to withdraw any of the consent contained within this document at any time, please contact the Trust's Data Department in writing. An e-mail is acceptable and may be sent to: DAC@q3academy.org.uk or your child's Company Office.

We take our obligations seriously and the full privacy notice may be found at: www.q3mat.org.uk/trustpolicies. What we use your data for, your rights and how we protect this information is detailed within here.

If at any point, information within this pack changes, you should notify your child's Company Office as soon as possible, to ensure that we are holding the most up-to-date information relating to your child.

If you have any questions regarding the Data Protection, Retention and/or GDPR guidelines, please contact our Data Protection Administrator (DPA) at GDPR@g3academy.org.uk

## **Revised CCTV statement**

CCTV is in use throughout the Academies within the Trust to support the welfare, safety and policies of the Trust. For further details, please see the Trust's Data Protection Policy where there is specific reference to the CCTV operation and appropriate points of contact.