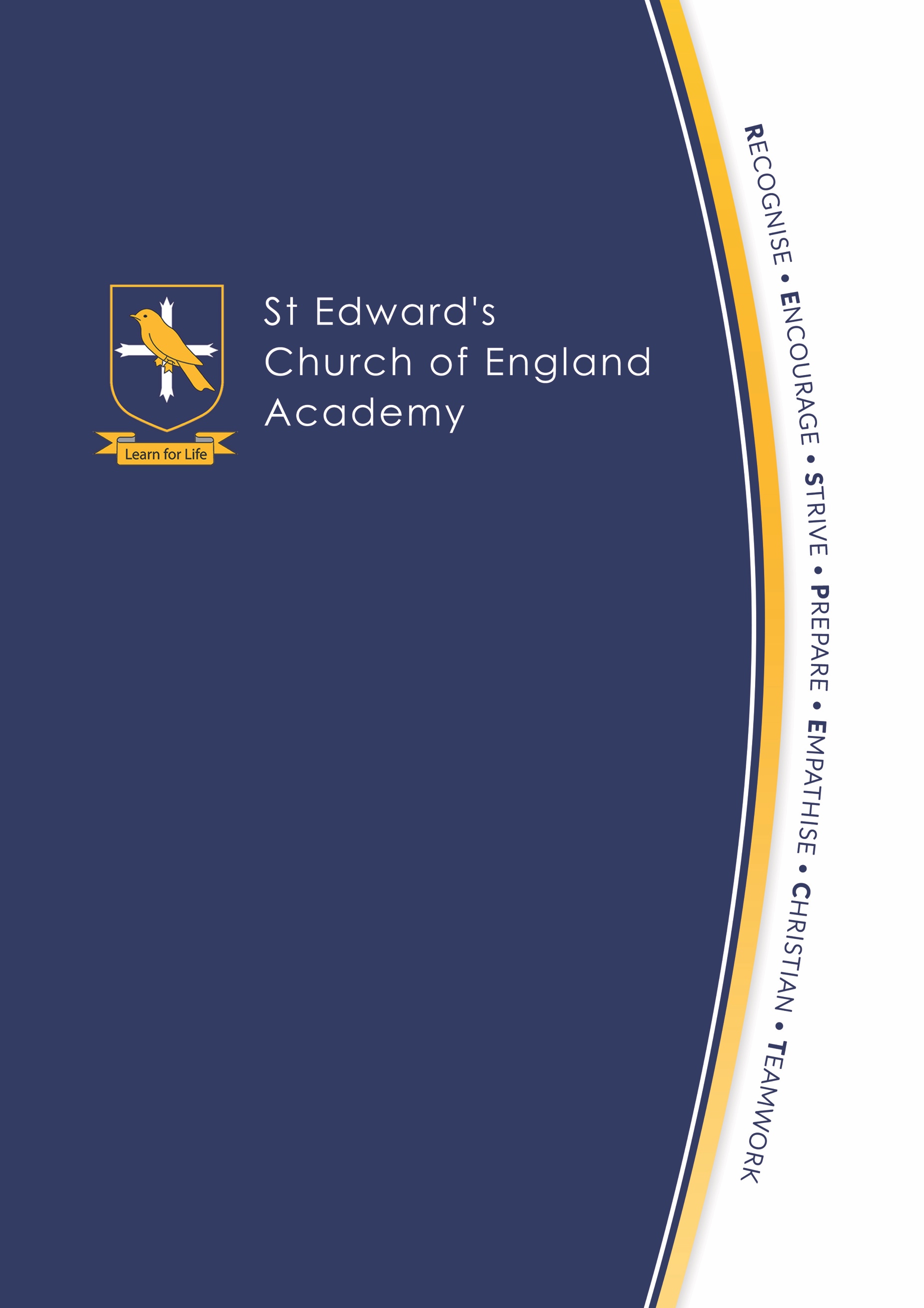
****

**Pupil Information Collection Pack**

**Child’s Name:**

Click here to enter text.

**Please return to St Edward’s Church of England Academy using the following email address:**

**transitionform@st-edwards.staffs.sch.uk**

**Updated March 2021**

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**THE VISION FOR EDUCATION WITHIN A CHURCH OF ENGLAND ACADEMY**

There are fundamental reasons, rooted in the Bible, which have motivated centuries of Christian involvement in schooling in this country and around the world. The God of all creation is concerned with everything related to education.

There is a fresh articulation of the Church of England’s vision for education as we meet the challenges and take the opportunities offered by the present situation. The vision is not simply for Church schools but, recognising the Church’s involvement in education over many centuries, the Church of England seeks to promote educational excellence everywhere, for everyone. In Church schools like St Edward’s Church of England Academy, the deeply Christian foundation for this vision will be seen explicitly in teaching and learning both in RE and across the curriculum, and also in the authentically Christian worship and ethos. The Church’s vision for education can be expressed and promoted as one of human flourishing that inspires what the school is and does.

The vision is deeply Christian with the promise by Jesus of ‘life in all its fullness’ at its heart. This vision embraces the spiritual, physical, intellectual, emotional, moral and social development of children and young people. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, within a wider framework. This is worked out theologically and educationally through four basic elements which permeate our vision for education:

* Wisdom
* Hope
* Community
* Dignity

The vision, in line with the Church of England’s role as the established Church, is for the common good of the whole community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings. It invites collaboration, alliances, negotiation of differences, and the forming of new settlements in order to serve the flourishing of a healthily plural society and democracy, together with a healthily plural educational system.

**ST EDWARD’S CHURCH OF ENGLAND ACADEMY VISION, ETHOS AND VALUES**

**The Vision for Education at our Academy**

*At St Edward’s Church of England Academy, we are commissioned to celebrate and support the talents and potential of all in our community (Matthew 28: 18-12). In our Academy, we are all journeying together in order to learn through faith, grow through hope and achieve through love (Corinthians 13:13)***,** *allowing all to live life in all its fullness (John 10:10).*

We are an avowedly inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of and a space for flourishing and fulfilment because here…

…**we are 10:10 people.**

The ethos and values of St Edward’s Church of England Academy are based on the teachings of Jesus Christ and underpin everything that we are and everything that we do, which is encompassed in the word ‘RESPECT’.

Each letter links to the Academy motto – *Learn for Life.*

***‘Learn for Life’***

* **R**ecognise and **E**ncourage everyone’s potential, individual skills and talents
* **S**trive to be the best we can be
* **P**repare for the challenges of life
* **E**mpathise – promoting the values of respect, kindness, compassion, fairness, forgiveness, love, honesty and trust
* **C**hristian – a community where we learn from the teachings of Jesus so that we can contribute to the family of St Edward’s and beyond
* **T**eamwork – an environment where we work together so we can all achieve our potential

**PUPIL INFORMATION SHEET**

**Section 1 - Pupil Details**

It is important for data accuracy that all questions are completed. It may seem that there are duplications but forms are divided upon return.

|  |  |  |  |
| --- | --- | --- | --- |
| Pupil Legal Surname: | Click or tap here to enter text. | Pupil Preferred Surname (if different): | Click or tap here to enter text. |
| *If legal name differs from birth certificate please attach copy of relevant documents* | | | |
| Pupil Legal Forename: | Click or tap here to enter text. | Pupil Preferred Forename (if different): | Click or tap here to enter text. |
| Date of Birth: | Click or tap to enter a date. | Is your child a twin/triplet?  Yes  No | |
| Sex: | Male  Female | If **Yes**, would you like them placed together?  Yes  No | |
| Current Address: | Click or tap here to enter text. | Home Telephone: | Click here to enter text. |
| Post Code: | Click or tap here to enter text. | Current School: | Click here to enter text. |
| Does your child have any siblings at St. Edward’s?  Yes  No | | If **Yes**, what is their name and tutor group? | Click or tap here to enter text. |

**Section 2 - Pupil Arrangements**

|  |  |
| --- | --- |
| Does your child live with both parents who are named on the child’s birth certificate? | Yes  No  If **Yes**, move to Section 3. If **No,** please complete the following: |
| Please state what residency arrangements are in place for your child:  Click here to enter text. | |
| **Court Orders/Certificates**  Are there Court Orders in place regarding contact? | Yes  No *Please attach a copy of the Order* |
| Is your child in foster care? | Yes  No |
| Is your child adopted? | Yes  No *Please attach a copy of the Certificate* |
| You do not have to give adoption information but it may be possible to obtain extra money towards your child’s education. | |
| Is there a Residence Order in place? | Yes  No *Please attach a copy of the Order* |

**Section 3 - Parent/Guardian Information**

|  |  |
| --- | --- |
| **Mother’s (or guardian’s) full name:** | Choose an item. Click here to enter text. |
| Mother has parental responsibility:  Yes  No | Mother is at same residential address as child:  Yes  No |
| If different, please give address:  Click here to enter text. | |
| **Email address:**  \*\* Important as all correspondence is emailed | Click here to enter text. |

|  |  |
| --- | --- |
| **Father’s (or guardian’s) full name:** | Choose an item. Click here to enter text. |
| Father has parental responsibility:  Yes  No | Father is at same residential address as child:  Yes  No |
| If different, please give address:  Click here to enter text. | |
| **Email address:**  \*\* Important as all correspondence is emailed | Click here to enter text. |

|  |  |
| --- | --- |
| Does anyone else hold legal parental responsibility for your child? | Yes  No *Please attach a copy of the Court Order* |
| If **Yes**, please provide details including name and address:  Click here to enter text. | |

**Section 4 - Emergency Contact**

|  |  |  |
| --- | --- | --- |
| **1st**  This person will be contacted first in the case of an emergency or if your child is ill | **Full Name:** Click here to enter text. | **Mobile Telephone:**Click here to enter text. |
| **Email:** Click here to enter text. | Home Telephone: Click here to enter text. |
| **Relationship to the Child:** Click here to enter text.  *Note: First contact must have parental responsibility. Texts and emails from the Academy will be sent to this person.* | Work Telephone: Click here to enter text. |
| **2nd**  This person will be contacted second in the case of an emergency or if your child is ill | **Full Name:** Click here to enter text. | **Mobile Telephone:** Click here to enter text. |
| **Email:** Click here to enter text. | Home Telephone: Click here to enter text. |
| **Relationship to the Child:** Click here to enter text.  ***If you have parental responsibility, would you like to receive texts and emails from the Academy?***  Yes  No | Work Telephone: Click here to enter text. |
| **3rd**  This person will be contacted third in the case of an emergency or if your child is ill | **Full Name:** Click here to enter text. | **Mobile Telephone:** Click here to enter text. |
| **Email:** Click here to enter text. | Home Telephone: Click here to enter text. |
| **Relationship to the Child:** Click here to enter text.  ***If you have parental responsibility, would you like to receive texts and emails from the Academy?***  Yes  No | Work Telephone: Click here to enter text. |

**Section 5 - Medical Information**

|  |  |
| --- | --- |
| Does your child have any medical conditions?  Yes  No | If **Yes**, please give details on the medical form on page 12 of this booklet. |

**Section 6 - Pupil Reports/Parents’ Evening**

|  |  |  |  |
| --- | --- | --- | --- |
| **If a second copy of report/parents’ evening information is required for a non-resident parent, please provide an email address** (important as all correspondence is emailed)**. If the non-resident parent has parental responsibility, it is their legal right to receive this information:** | | | |
| **Name:** | Click here to enter text. | **Relationship to Pupil:** | Click here to enter text. |
| **Email address:** | Click here to enter text. | **Please re-confirm if this person has parental responsibility:**  Yes  No | |
| *Note: Not all parents have parental responsibility and it can be difficult to understand your rights if you don’t live with your child. Similarly, it can be hard, if you are a parent who has a child living with you, to understand what rights and responsibilities that you and the other parent may have.*  *To clarify:*   * *Mothers and married fathers automatically have parental responsibility.* * *Fathers who were never married to the child’s mother might not have parental responsibility depending on when the child was born and whether their name is on their birth certificate.* * *You can get parental responsibility in a number of ways such as if you adopt a child or the court makes a residence order in your favour. If you are an unmarried father and the mother agrees to you having parental responsibility, it can be quick and relatively easy to obtain. If no agreement about who should have parental responsibility can be reached, you might need to obtain a court order. In some rare circumstances such as when a child is adopted, parental responsibility can end. The law is clear that if you had parental responsibility before you separated, your responsibilities continue whether a child lives with you or not after the break up. In fact, the law encourages resident and non-resident parents to work together for the best interests of their child.* | | | |

**Section 7 – General Information**

This information is required by the Department for Education as part of the Academy’s Census return.

Place of Birth: Click here to enter text. Nationality: Click here to enter text.

Proficiency in English (please tick):

1. New to English  Yes  No
2. Early acquisition  Yes  No
3. Developing competence  Yes  No
4. Fluent  Yes  No

Ethnicity: Click here to enter text. Primary Language (if not English): Click here to enter text.

Religion: Click here to enter text. Has your child been baptised (christened)?  Yes  No

Is either parent serving in the Armed Forces?  Yes  No

Is your child in the care of the local authority?  Yes  No If **Yes**, which authority: Click here to enter text.

Does your child receive free school meals?  Yes  No

(If **No**, and you feel you may be eligible for free school meals, please contact Staffordshire County Council through their website: [www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx](http://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx)

Does your child have an Education Heath and Care Plan (EHCP)?  Yes  No If **Yes**, which authority: Click here to enter text.

Does your child receive any SEND support at present?  Yes  No If **Yes**, please give further information in the box below.

Please provide any information that you think may help us to help your child:

Click here to enter text.

**Section 8 - The General Data Protection Regulations (GDPR)**

|  |
| --- |
| **Due to GDPR, you MUST tick the following boxes for data to be held on our records:** |
| It is the responsibility of the parent/guardian to make sure permission has been given by the named emergency contacts for St Edward’s Academy to hold their personal data. |
| **You give consent for us to hold the personal data provided on our Academy systems during your child’s education at the Academy.** |
| **Consent has been given by any family member/relative for us to hold the personal data provided (e.g. their contact details) on our Academy systems during your child’s education at the Academy.** |

**EMERGENCY CLOSURE**

|  |  |
| --- | --- |
| **Pupil’s Name:** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| In the event of an Emergency Closure, **information is communicated via text message**. Please confirm the name and mobile number of the 1st priority parent/guardian for text messages to be sent to: | | | |
| **Name of 1st priority parent/guardian:** | Click here to enter text. | **Mobile number:** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **In the event of an Emergency Closure** – please tick **one option only**: | | | |
|  | **A** | My child will **walk home** to the following safe address.  This can be your home address. Please write it in the box below. | |
|  |  | **Safe address:** | Click here to enter text. |
|  |  | This address is my child’s normal home address:  Yes  No | |
|  |  | If **No**, whose address is this? | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **B** | My child will go **home by bus** to the following safe address.  This can be your home address. Please write it in the box below. | |
|  |  | **Bus number:** | Click here to enter text. |
|  |  | **Safe address:** | Click here to enter text. |
|  |  | This address is my child’s normal home address:  Yes  No | |
|  |  | If **No**, whose address is this? | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | **C** | My child is **not to leave school until I collect** him/her from school. |

|  |  |  |  |
| --- | --- | --- | --- |
| If your child is travelling home/being collected from school **with a sibling**, please confirm below: | | | |
| **Sibling’s name:** | Click here to enter text. | **Tutor group:** | Click here to enter text. |

*Note: it is the responsibility of parents/guardians to update the school if any details change.*

**In the event of an Emergency Closure, the above information will be strictly adhered to. Please see our Emergency Closure Procedure in the Parents Section on the school website.**

**HOME SCHOOL AGREEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academy Vision: Allowing all to live life in all its fullness** | **Our Academy Values** | **As an Academy,**  **we will** | **As a Parent,**  **I will** | **As a Pupil,**  **I will** |
| **Recognise**  **Article 28** Every child has the right to education  **Article 24** Every child has the right to the best possible health  **(Genesis 1:27)** | Provide a varied curriculum with RE at the centre.  Enable all to flourish and so enjoy life to the full by providing a safe and caring place.  Provide high quality PE, Personal Social Health Education, free school meals, and extra-curricular opportunities.  Protect pupils’ right to privacy and ensure pupils understand how to keep themselves safe online. | Support the Academy’s policies for discipline and behaviour.  Attend Parents’ Evening and read letters sent home.  Support and inspire my child. | Be sensible, polite and considerate to others.  Tell an adult if something is worrying me or something important happens.  Be inspired and think about my future. |
| **Encourage**  **Article 3** The best interests of the child must be the top priority in all things affecting them  **(1 Peter 4:10)** | Work closely with parents and guardians as partners in our learning community.  Encourage all to lead, learn and live life in all its fullness. | Make sure the Academy is kept fully informed of anything that might affect my child’s work, behaviour or attendance. | Suggest, take part in and lead activities.  Be an advocate for change. |
| **Strive**  **Article 29** Education must develop every child’s personality, talents and abilities to the full  **(Philippians 4:13)** | Set targets to challenge all to strive to do more and achieve more in order to be more.  Provide support for future pathways in education and work.  Monitor attendance and punctuality.  Provide support with attendance issues. | Ensure that my child attends school regularly and punctually, fit to work and with the correct uniform and equipment. | Attempt all classwork and homework tasks to the best of my ability.  Attend school regularly.  Behave in a polite and supportive manner. |
| **Prepare**  **Article 5** Children should be directed and guided as they grow up  **(Luke 1:37)** | Provide opportunities which prepare pupils to become active citizens.  Remove barriers to pupil achievement and celebrate success.  Help pupils prepare for their future by teaching them about careers and higher education. | Talk to my child about what they enjoy at school and encourage them to engage with activities. | Wear the correct uniform and be tidy in appearance.  Bring the correct equipment to school.  Take care with school equipment. |
| **Empathise**  **Article 42** Governments should make the Convention known to children and adults  **(Ephesians 4:2)** | Make ethical decisions in the leadership of our Academy.  Deliver a curriculum within a framework of the Rights Respecting Schools Award, the International Schools Award and the Global Goals which encourages pupils to empathise with others and become ‘global citizens’.  Challenge stereotypes and celebrate our diverse talents. | Respect my own child’s rights and the rights of other children and their families.  Embrace diversity and equality for all. | Treat everyone with respect.  Be a courageous advocate for change. |
| **Christian**  **Article 14** Every child has the right to freedom of thought, belief and religion  **(John 3:16)** | Provide pupils with the opportunity to explore and challenge our own and others’ viewpoints of the Church.  Examine different faiths, backgrounds and outlooks on life.  Teach powerful social action to every pupil. | Encourage my child to discuss their beliefs and those of others with respect. | Share opinions respectfully and listen to the opinions of others.  Celebrate and respect diversity and equality. |
| **Teamwork**  **Article 31** Every child has the right to relax, play and take part in a wide range of cultural and artistic activities  **Article 12** Every child has the right to have a say in all matters affecting them  **(Romans 12: 4-8)** | Provide opportunities for pupils to work with each other in a range of settings: PE, fieldwork, music and drama.  Promote teamwork to develop a better understanding of who we are and our responsibilities to others.  Listen to the views of pupils and encourage them to take an active role in Academy life: School Council, 10:10 Ambassadors and Antibullying Ambassadors.  Campaign to ensure the world God created is safe and protected. | Support my child and encourage them to take part in extra-curricular activities. | Take part in team activities, work with other pupils and treat others with respect, dignity and equality. |

*The Articles above relate to the Articles of the United Nations Convention on the Rights of the Child.*

|  |  |
| --- | --- |
| **Signed** (Parent/Guardian): Click here to enter text. | **Date:** Click here to enter a date. |

|  |  |
| --- | --- |
| **Signed** (Pupil): Click here to enter text. | **Date:** Click here to enter a date. |

**INTERNET PERMISSION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pupil’s Name:** | | Click here to enter text. | | |
| My parents/guardians and I have read and discussed the ‘Rules for Responsible Use of the Internet’ and I agree to follow them. | | | | |
| **Signed** (Pupil): | Click here to enter text. | | **Date:** | Click here to enter a date. |

**Rules for Responsible Use of the Internet**

|  |
| --- |
| I will ask permission from a member of staff before using the internet and I will not use the internet if a member of staff is not present.  I will use only my own login and password for the school network and Learning Platform which I will keep secret. This means that I will not share this information with anyone, not even a close friend.  I will not access other people's files and work areas.  I understand that the school reserves the right to delete any files that may be held on the school network or Learning Platform.  I will use the computers only for school work and homework.  I will not bring USB sticks or other storage media into school.  I will not damage hardware or intentionally waste resources e.g. printing pointlessly.  I will only use email when given permission to do so and I will only email people I know, or my teacher has approved.  The messages I send will be polite and sensible. Any use of email and other electronic media to bully or hurt others will lead to contact with your parents/guardians and may involve incidents being reported to agencies such as the police.  I will not upload photographs or give my home address, phone number or other personal details of myself or other people or arrange to meet someone.  I will not use websites or software that bypasses the school’s e-safety and internet filtering systems.  I know that my usage of ICT, including email and web browsing, can be checked and logged and that my parent/guardian will be contacted if a member of school staff is concerned about my e-safety or my ICT activities.  I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/guardian may be contacted.  *Please note: Anyone not following the ‘Rules for Responsible Use of the Internet’ will have their access denied for a period of time and their parent/guardian will be informed.* |

**PERMISSION FORMS**

**Photography and Video Consent**

|  |
| --- |
| At St Edward’s Academy we like to celebrate the successes and achievement of our pupils by taking photographs and videos to appear on displays in corridors and in classrooms, on the Academy website, on the Academy Facebook page, and in key Academy publications such as the prospectus and newsletters.  Photographs and video images are classed as personal data. For this reason, we require the consent of the individual concerned or – in the case of pupils – their parent or guardian before we can display images of pupils. |
| **I agree**  **I do not agree**  to the use of my child’s image as outlined above. |
| **I agree**  **I do not agree**  to the use of my child’s name as outlined above. |

**Educational Trips and Visits/P.E. Sporting Activities/Matches/Practices**

|  |
| --- |
| I give permission for my child to take part in off-site activities/visits organised by the Academy and I understand and accept the following condition (please note that individual notification of each Academy visit/activity will be sent to parents/guardians at the time of the visit/activity). |
| I agree that medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anesthetic and to surgical operations in the case of emergency, in accordance with the recommendation of a qualified practitioner.  I acknowledge that my child’s behaviour may be taken into account when organising trips. |

**SIGNATURE OF PARENT/GUARDIAN COMPLETING THIS PUPIL INFORMATION COLLECTION PACK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Parent/Guardian:** | Click here to enter text. | **Relationship to Child:** | Click here to enter text. |
| **Name of Parent/Guardian:** | Click here to enter text. | **Date:** | Click here to enter a date. |

**MEDICAL INFORMATION FORM**

|  |  |
| --- | --- |
| **Pupil’s Name:** | Click here to enter text. |
|  |  |
| Doctor’s Name: | Click here to enter text. |
| Medical Practice: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone Number: | Click here to enter text. |

|  |
| --- |
| Dietary requirements: Click here to enter text.  *Please provide further information*  Click here to enter text. |
| Does your child have any medical conditions?  Yes  No  *Please provide further information and include conditions such as irritable bowel, where your child may need a toilet pass*  Click here to enter text. |
| Is your child currently on a medical care plan?  Yes  No  *Please provide further information*  Click here to enter text. |
| Does your child have any allergies?  Yes  No  *Please provide further information*  Click here to enter text. |
| Does your child require an adrenaline pen for anaphylaxis (allergies)?  Yes  No  *Please provide further information*  Click here to enter text. |
| Does your child have asthma?  Yes  No |
| Is your child currently receiving a prescription for an inhaler from your doctor, but has not yet been diagnosed with asthma?  Yes  No |
| Does your child take any regular medication?  Yes  No |
| If **Yes**, what is the name of the medication? Click here to enter text. |
| Where is it taken?  Home  School  *Please provide further information*  Click here to enter text. |
| Is there is any other additional medical information we may require regarding your child?  *Please provide further information and continue on a separate sheet if needed*  Click here to enter text. |

**Asthma inhalers and adrenalin pens need to be sent to the school office and a spare kept in your child’s bag. All other medication to be handed in at the school office. Owing to our Supporting Pupils with Medical Conditions Policy, please send medication in the original packaging with medication instructions which have been prescribed by your doctor.**

**FRIENDSHIP AND INTERESTS SHEET**

|  |  |
| --- | --- |
| **Pupil’s Name:** | Click here to enter text. |

|  |  |
| --- | --- |
| **Current school:** | Click here to enter text. |
| **Name of any siblings and their tutor group at St Edward’s:** | Click here to enter text. |
| **Parent/guardian’s daytime contact telephone number**: | Click here to enter text. |

|  |  |
| --- | --- |
| Please provide the first name, surname and school (if not the same school as your child) of any pupils your child would prefer to be grouped with up to a maximum of 6 pupils. We will do our very best to ensure that your child is in a tutor group with at least one of their friends. **Although this cannot be guaranteed, it is much more likely to happen where more names are given.** | |
| 1 Click here to enter text. | 4 Click here to enter text. |
| 2 Click here to enter text. | 5 Click here to enter text. |
| 3 Click here to enter text. | 6 Click here to enter text. |

Is your child involved in any sport in school?  Yes  No

*If yes, please give details:*

Click here to enter text.

Is your child involved in any sport outside school?  Yes  No

*If yes, please give details:*

Click here to enter text.

Is your child involved in any other activities inside or outside of school which you would like us to know about? Yes  No

*e.g. Brownies, Beavers, church youth club, chess club, etc. - please give details:*

Click here to enter text.

Is your child involved in a music group/choir? (in or out of school)  Yes  No

*If yes, please give details:*

Click here to enter text.

Does your child have music tuition in or out of school?  Yes  No

*If yes, please give details:*

Click here to enter text.

If there is anything else you would like to tell us about your child, which may be helpful to us when organising tutor groups, please let us know in the box below:

|  |
| --- |
| Click here to enter text. |

|  |
| --- |
| *Office Use Only*  Feeder 🞏 Siblings 🞏 Twins 🞏 Medical 🞏 SEND 🞏 EHCP 🞏 PP 🞏 Sport 🞏 Music 🞏 Tutor Group \_\_\_\_\_\_\_\_\_\_\_ |

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Prior to signing this consent form, please refer to the separate Biostore Cashless Catering information provided.

Please complete this form if you consent to your child using biometric systems during their education at St Edward’s Church of England Academy.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.

|  |  |
| --- | --- |
| I give consent to St Edward’s Church of England Academy for the biometrics of my child to be used as part of a recognition system as described above and in the separate information provided. I understand that I can withdraw this consent at any time in writing. | |
| **Pupil’s Name:** | Click here to enter text. |
| **Pupil’s Tutor Group**  **(if known):**  *Please leave blank if not known* | Click here to enter text. |
| **Name of Parent/Guardian:** | Click here to enter text. |
| **Signature of Parent/Guardian:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |