

DATA COLLECTION SHEET

**Please complete and return to Student Reception
This information is required in case of an emergency**

STUDENT DETAILS:		
Surname:	Legal Surname:	Address:
Forename:	Middle name:	Post Code:
Chosen Name:	Gender:	Telephone:
Date of Birth:	Reg Group:	Email:

Please give details of **all** persons who have parental responsibility and anyone else you wish to be contacted in case of an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name	Relationship	Parental Responsibility	Contact Information – Home	Contact Information - Work
			Yes/No	Home Addr: Tel: Mobile: Home Email:	Workplace Work Addr: Work Tel: Work Email:
			Yes/No	Home Addr: Tel: Mobile: Home Email:	Workplace Work Addr: Work Tel: Work Email:
			Yes/No	Home Addr: Tel: Mobile: Home Email:	Workplace Work Addr: Work Tel: Work Email:
			Yes/No	Home Addr: Tel: Mobile: Home Email:	Workplace Work Addr: Work Tel: Work Email:

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

Dietary Needs	Meal Arrangement					Please tick the appropriate choice											
Free School Meal	<input type="checkbox"/>	Paid School Meal	<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>	Home	<input type="checkbox"/>	Other	<input type="checkbox"/>								

Medical Practice:	Telephone Number:																
Address:																	

Medical Condition(s):																	
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Medical Note(s):																	
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Ethnicity:	Student's Main Language:															
Home Language:	Religion:															

Image Consent																	
May we use your child's photograph for display within school																Yes/No	
May we use your child's photograph in the school prospectus and other printed publications that we use for promotional purposes?																Yes/No	
May we use your child's image on our website?																Yes/No	
May we record your child's image on video or webcam?																Yes/No	
Are you happy for your child to appear in the media?																Yes/No	

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfES.																	
Signature:												Date:					