



# Kirkby High School

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## The Rowan Learning Trust

### CONSENT FORM - PUPIL PERSONAL DATA (Parent consent)

During a pupil's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been provided to them in relation to the use of this information, which is also available on the school website.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at the School. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

#### Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils. Please see our Photograph Policy document for further information.

The Trust/School may provide photographs and videos to the media, or the Trust/School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust/School has no control over these.

Student Name: \_\_\_\_\_ Form Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### **Celebrating Your Child's Achievements and Reporting on Events**

As a School we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the Trust, within our school and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

		<b>Yes</b>	<b>No</b>
A1	In order to celebrate my child's achievements I am happy for the Trust/School to use: <ul style="list-style-type: none"> <li>• Photographs of my child</li> <li>• Videos of my child</li> </ul> For the following things: <ul style="list-style-type: none"> <li>• On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards</li> <li>• On the Trust/School intranet</li> <li>• On the Trust/School website</li> <li>• In local news media – newspapers, websites and television</li> <li>• In national news media – newspapers, websites and television</li> </ul>		
A2	In order to celebrate my child's achievements I am happy for the Trust/School to use: <ul style="list-style-type: none"> <li>• Photographs of my child</li> <li>• Videos of my child</li> </ul> For the following things: <ul style="list-style-type: none"> <li>• On the Trust/School social media sites</li> </ul>		
A3	The following information may be used with the above: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
A4	I am happy for the following information to be used <u>but only without</u> photographs or videos of my child: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		

### **Promoting the Trust & School**

We want to be able to promote the Trust & School to attract new pupils, and to show the quality of the Trust and its schools. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus, flyers we produce for training courses, advertisements we may place in the local media.

		<b>Yes</b>	<b>No</b>
B1	I am happy for the information selected below to be used for the purpose of promoting the Trust/School: <ul style="list-style-type: none"> <li>• Photographs of my child</li> <li>• Videos of my child</li> </ul> For the following things: <ul style="list-style-type: none"> <li>• On the Trust/School website &amp; social media channels</li> <li>• In the Trust/School prospectus</li> </ul>		
B2	The following information may be used with the above: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
B3	I am happy for the following information to be used <u>but only without</u> photographs or videos of my child: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		

### Paying for Meals

The School has a system for paying for meals which uses fingerprint recognition. The system works by recognising a limited number of points on the finger, which can identify them within our school population. The fingerprint of the pupil is stored securely until the student leaves school, or until you withdraw your consent.

		<b>Yes</b>	<b>No</b>
CI	I am happy for my child's fingerprint to be held by the School for the purpose of paying for meals		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

Admin Office, Kirkby High School, Bracknell, Avenue, Kirkby L32 9PP

This consent will otherwise continue until your child leaves the Trust/School or your child reaches the age of 13 years old at which point the School will seek consent directly from your child in relation to the above matters.

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_