



Year 6

Booklet of Admission Forms

2022

Please complete and return
on the Induction Evening – Thursday, 7 July 2022

or

by post

Liskeard School & Community College, Luxstowe, LISKEARD, PL14 3EA

or

through the letter box in the front door at Reception

Please Check and Tick

☐

Admission Form - Completed

☐

Admission Form - Signed on Page 6 & 7

☐

ICT Policy - Signed

☐

Cashless Catering Form – Completed & Signed on Page 2

☐

Educational Visits Form – Completed & Signed on Page 3

DEADLINE FOR RECEIPT
Monday, 11 July 2022

ADMISSION FORM

Liskeard School and Community College

Luxstowe, Liskeard, Cornwall, PL14 3EA. Tel No: 01579 342344

Headteacher - Mr Dan Wendon

The information provided will be recorded and maintained on the school's information management system in paper and electronic format; this data will be accessible only to authorised personnel and subject to control under data protection legislation. Please see the enclosed privacy notice for students.

Please note – Filling out this form does not constitute an offer of admission.

PASTORAL/REGISTRATION INFORMATION: FOR OFFICE USE ONLY

Registration Group:		House:		
Admission Date:		Enrolment Status:		
Admission Number:		UPN:		
Pupil Premium: <input type="checkbox"/> SEN: <input type="checkbox"/> Service PP: <input type="checkbox"/> Birth Certificate Seen: <input type="checkbox"/> Name change documents seen: <input type="checkbox"/>		Part-time dates:		
Early Years Attendance Patterns:				
MON: AM / PM / All day	TUES: AM / PM / All day	WED: AM / PM / All day	THURS: AM / PM / All day	FRI: AM / PM / All day
Notes:				
CTF <input type="checkbox"/> Paper File <input type="checkbox"/> Documents <input type="checkbox"/> Assessment Data <input type="checkbox"/> Options <input type="checkbox"/> Timetable <input type="checkbox"/>				

STUDENT DETAILS

Legal Forename:	Legal Surname:
Preferred Forename:	Preferred Surname:
Middle Name(s):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Previous Surname(s) used if relevant:	
Date of Birth:	Age at Admission:

STUDENT ADDRESS The address at which the child lives the majority of the time in a typical week.

Post Code:	House Name/Number:
Street/District:	Town/City:

FAMILY LINKS Please list brothers and sisters (including half/step family) currently at this school

Forename	Surname	Gender	Date of Birth	Same Address?
		M / F		Y / N
		M / F		Y / N
		M / F		Y / N
		M / F		Y / N

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Parental Responsibility Additional Explanation (full details available at gov.uk)

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he is:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can [apply for parental responsibility](#) if you don't automatically have it by visiting

<https://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility>.

Please note that any parent with legal Parental Responsibility should be included on this form and a minimum of two emergency contact numbers need to be provided.

Reports and correspondence will only be sent to the first contact. If an additional copy is required for a non-resident parent, please complete the relevant box in the contact details field below.

CONTACTS (please note that we require at least two emergency contact numbers)					
Contact/Priority 1					
Title:	Forename:		Surname:		
Relationship to Student:			Parental Responsibility: <input type="checkbox"/>		
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)		Home	Mobile	Work	Notes (e.g. days worked)
1					
2					
3					
Email Address:					
Address Details (if same as applicant tick here) <input type="checkbox"/>					
Post Code:			House Name/Number:		
Street/District:			Town/City:		
Additional Information:					

Contact/Priority 2					
Title:	Forename:		Surname:		
Relationship to Student:			Parental Responsibility: <input type="checkbox"/> If ticked, are duplicate reports/correspondence required? Y / N (Please delete as appropriate)		
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)		Home	Mobile	Work	Notes (e.g. days worked)
1					
2					
3					
Email Address:					
Address Details (if same as applicant tick here) <input type="checkbox"/>					
Post Code:			House Name/Number:		
Street/District:			Town/City:		

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Additional Information:

Contact/Priority 3					
Title:	Forename:	Surname:			
Relationship to Student:		Parental Responsibility: <input type="checkbox"/> If ticked, are duplicate reports/correspondence required? Y / N (Please delete as appropriate)			
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)		Home	Mobile	Work	Notes (e.g. days worked)
1					
2					
3					
Email Address:					
Address Details (if same as applicant tick here) <input type="checkbox"/>					
Post Code:			House Name/Number:		
Street/District:			Town/City:		
Additional Information:					

Contact/Priority 4					
Title:	Forename:	Surname:			
Relationship to Student:		Parental Responsibility: <input type="checkbox"/> If ticked, are duplicate reports/correspondence required? Y / N (Please delete as appropriate)			
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)		Home	Mobile	Work	Notes (e.g. days worked)
1					
2					
3					
Email Address:					
Address Details (if same as applicant tick here) <input type="checkbox"/>					
Post Code:			House Name/Number:		
Street/District:			Town/City:		
Additional Information:					

DIETARY INFORMATION

What meal arrangement will your child typically have? (Please tick one only)

☐ School Meal ☐ Packed Lunch ☐ Go Home

If the child is Year 2 or below:

The government provides a free meal for all children in Year 2 or below.

Do you believe the child would be eligible for a free meal if the government was not doing this?

Y / N

Please indicate any food allergens or dietary needs:

MEDICAL INFORMATION

☐ Emergency Medical Consent *Ticking this box confirms that you authorise the school to initiate appropriate medical treatment in the event of an emergency*

Medical Practice:

Doctor's Name:

Practice Telephone:

Practice Address:

Please indicate any known medical conditions and provide details of any medications regularly taken:

- | | | |
|-------------------------------|--|----------|
| • No medical condition | | Details: |
| • Medical condition (details) | | |
| • Allergy (details) | | |

If your child has asthma, we will provide you with details of our asthma care plan.

ADDITIONAL INFORMATION

Please provide any details that will enable us to better support your child while attending this school, including, for example, any professional or specialist support or agencies that work with your child. If you need more space please continue at the end of the form or use an additional sheet of paper and tick here to confirm that you have done so. This could include anything you think would be useful such as Dyslexia screening, prior injuries.

SCHOOL HISTORY

Previous School Name:

Previous School Telephone Number:

Dates Attended: From (dd/mm/yy):

To (dd/mm/yy):

Previous School Address:

ETHNIC/CULTURAL/RELIGIOUS INFORMATION	
First Language:	Home Language:
Additional Language(s):	Religion:
Additional Information:	
Ethnicity: White - British White - Cornish White - English White - Scottish White - Welsh Other White British White - Irish Traveller of Irish heritage Any other white background (please advise): Gypsy / Roma White and Black Caribbean White and Black African White and Asian Any other mixed background (please advise): Indian Pakistani Bangladeshi Any other Asian background (please advise): Black - African Black - Caribbean Any other Black background (please advise): Chinese Any other ethnic group (please advise): I do not wish to declare ethnicity	
Traveller Status: Y / N If Yes, please provide details: From (date):	
Asylum Seeker: Y / N	
Refugee Status: Y / N	

SUPPLEMENTARY INFORMATION
Mode of Transport - Please state the mode your child will use most regularly to travel to and from school. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Dedicated School Bus</div> <div style="width: 50%;"><input type="checkbox"/> Public Bus Service</div> <div style="width: 50%;"><input type="checkbox"/> Taxi</div> <div style="width: 50%;"><input type="checkbox"/> Train</div> <div style="width: 50%;"><input type="checkbox"/> Car/Van</div> <div style="width: 50%;"><input type="checkbox"/> Car Share</div> <div style="width: 50%;"><input type="checkbox"/> Cycle</div> <div style="width: 50%;"><input type="checkbox"/> Walk</div> </div> <div style="width: 50%;"><input type="checkbox"/> (with child/children)</div>
Is your child a young carer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have access to the internet at home? Y / N

PUPIL PREMIUM Is your child entitled to Pupil Premium Funding?	
Is the applicant currently eligible for Free School Meals	Y / N
Has the applicant been eligible for Free School Meals at any time within the last 6 years (not including any Universal Infant Free School Meals for children in Year 2 or below)?	Y / N
Has either of the applicant's parents/carers been in the regular Armed Forces (not reservists) since 2011?	Y / N
Is the applicant currently in local authority care, been in local authority care for 1 day or more, or left local authority care as a result of: <ul style="list-style-type: none"> • adoption • a special guardianship order • a child arrangements order (previously known as a residence order) 	Y / N
If you have answered Yes, please give details below. You may also need to provide us with documentary evidence. If you have any relevant evidence, please attach a copy or bring in an original document so we can copy it for our files. <div style="text-align: right; margin-top: 100px;"> <input type="checkbox"/> Documentation included </div>	

PARENT/CARER CONSENTS		
Copyright Permission:	This enables us to display, share and promote your child's good work.	Y / N
Internet Access:	Required for much schoolwork and homework. Our Acceptable Use Policy applies.	Y / N
Sex Education:	This is part of the National Curriculum and is delivered sensitively.	Y / N

I/We confirm that the above information is true and accurate. I undertake to inform the school if any of the above details change. I/We understand that this form does not constitute an offer of admission by the school.

	SIGNATURE	PRINT NAME	DATE
Parent/Carer 1:			
Parent/Carer 2:			

Thank you for completing this form. Please return it to the school office as soon as possible.

Additional space for notes:

Student details

Name

Consent for use of Images and/or Name

In order to comply with the General Data Protection Regulation (GDPR), the Academy needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities.

You have the option to indicate whether or not you consent to your child's images being taken and used for certain purposes. Under GDPR, students can provide their own consent from age 13.

The term "images" includes photographs and videos

You can add or withdraw your consent at any time by writing to the Academy.

Use of student image by the Academy and SMART

Y / N

Please confirm that you are in agreement and give your consent to ALL of the following statements:

1. I give my consent to images of my child being taken and used for official purposes, including promoting or publicising the organisation (such as newsletter, brochure, prospectus and promotional material).
2. I give my consent to images of my child being used online, including on websites and social media, and I understand that these images will therefore be available on the World Wide Web.
3. I give my consent to take photographs and make video recordings of my child for records, archives and future interest (such as images of sports teams, performances, events).
4. I give my consent to display images and names (first name and surname) within the school.
5. I give my consent for the press to take and use images of my child.

Use of student name by the Academy and SMART

Y / N

Please confirm that you give your consent for your child's name (first name and surname) to be published, either with or without the child's image, online via websites and social media, in school publications, in the press or for captioning on television. We will only use names with images when it is appropriate.

Signature

Print name

Date

Parent/Carer



Student details

Name	
------	--

Consent for use of Images and/or Name

In order to comply with the General Data Protection Regulation (GDPR), the Academy needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities.

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Use of student image by the Academy and SMART

☐ Y / ☐ N

Please confirm that you are in agreement and give your consent to ALL of the following statements:

1. I give my consent to images of my child being taken and used for official purposes, including promoting or publicising the organisation (such as newsletter, brochure, prospectus and promotional material).
2. I give my consent to images of my child being used online, including on websites and social media, and I understand that these images will therefore be available on the World Wide Web.
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Use of student name by the Academy and SMART

☐ Y / ☐ N

Please confirm that you give your consent for your child's name (first name and surname) to be published, either with or without the child's image, online via websites and social media, in school publications, in the press or for captioning on television. We will only use names with images when it is appropriate.

	Signature	Print name	Date
Parent/Carer			


Student Acceptable Use Policy

Please read this carefully. You will not be allowed to use ICT in school until you have signed and returned this letter.

Equipment

- Do not attempt to install or store programs of any type on school computers.
- Immediately report any damage or faults with ICT or software to your teacher.
- Never tamper with computer equipment or their connections.
- If you chose to bring your own ICT equipment into school, then you are responsible for its safety. You will follow the rules set out in this agreement in the same way as if you were using school equipment.
- If you borrow school ICT you must return it to the person who let you use it.
- You must only use ICT in school if the teacher agrees it is helping you learn. Activities such as social media, chat, buying or selling goods, gaming, watching non-educational movies and videos are strictly forbidden in learning time.

Security and Privacy

- Keep your password to yourself; If you think anyone else knows your password **change it straight away. NEVER use someone else's logon name or password.**
- Either log out or use CTRL + ALT + DELETE or  + L to lock your computer if you leave it unattended.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted online. Such actions are treated in the same way as other types of bullying.
- **Respect other's work and never claim you are the author of other people's work.**
- All your internet activity is logged, and your school drive is monitored. Anything you create, upload or download in school remains the property of the school and may be monitored or deleted at any time without notice. Any inappropriate use is reported to your Head of Year who will decide on a sanction. This could involve informing your parents/carers, detention, Internal Exclusion, being placed in a restricted online access group, or in extreme cases referral to the Head Teacher or External Exclusion.

Internet

- Do not reveal personal information about yourself or others when on-line (**so don't** include images, names, addresses, email addresses, telephone numbers, age, school etc.)
- **NEVER** arrange to meet someone in person if you met them online first, even if they are friends of friends. Never trust profile pictures – it could be of someone else. You must tell a teacher or trusted adult if an online friend suggests meeting up.
- Inappropriate material is anything that makes you feel uncomfortable or anything **you would rather others didn't see.** Immediately report any unpleasant or inappropriate material or messages and never search for or post such material.
- Mobile phones and other communication devices can only be used for leisure before registration and after the end of school.
- You will not try to make large downloads or uploads that might take up internet capacity and prevent other users from carrying out their work.
- Copyright legislation says it is against the law to copy or use anything on the internet without the permission of the author; if in doubt speak to a member of staff.
- When using the internet to find information, check that the information is accurate as some material may not be truthful and may be a deliberate attempt to mislead you.
- Creating social media or web pages in the name of the School or of any other company or person is strictly not allowed.
- Taking pictures/video/audio recordings of staff or students is not allowed and could result in exclusion, so you will not take or distribute images, videos or audio of anyone without their permission.

- You understand that you must not post negative comments about people online or by messaging, social media or email. Let a teacher or trusted adult know immediately if such posts are ever written about you.
- You understand that the Academy has the right to take any action against you if you are involved in incidents or inappropriate behaviour covered in this agreement, even when you are out of school and where they involve your membership of the Academy community (e.g. cyber bullying, use of images or misuse of personal information).

Email and messaging apps

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is NOT acceptable.
- Only ever contact staff using their school accounts e.g. email and Office 365.
- Only open hyperlinks/attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material that is violent, dangerous, racist or in any way unkind or makes you feel uncomfortable, tell a teacher immediately.

Printing

- All students need to be aware of the need to reduce waste and when it comes to **printing we expect computer users to act in a responsible manner. Check "Print Preview" before printing**, copy text and pictures/images from the Internet into an application like WORD, rather than printing straight from the Internet. Only send a job to the printer once and inform staff if it does not print – DO NOT send repeat prints.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Student Name: _____ Signature: _____

Tutor Group: _____

I have read and understand the above.

Parent/Carer Name: _____ Signature: _____

Online Payments and Cashless Catering

ParentPay

We are pleased to advise that the Academy operates an online payments and monitoring system called ParentPay.

ParentPay is a free service that provides you with many benefits:

- you can pay by credit card, debit card, cash or PayPoint for school meals, trips, visits and educational resources purchased from the Academy (there are no transaction fees). By registering, you can access the following benefits:
 - it links directly to our cashless catering system to provide you with the **opportunity to monitor your child's meal purchases;**
 - you can check balances for school trips or catering.

You will be provided with username and password to access ParentPay (see more at www.parentpay.com).

Cashless Catering

Our cashless till system, provided by market leader Civica UK, incorporates the latest technology, encryption and security features and eliminates the need for students to carry **cash throughout the day, so they won't forget or lose their dinner money**, or spend it on other things. Those students on free school meals will be automatically credited by the Academy.

The money spent on food and drink will be deducted on a daily basis and the system is programmed to limit the daily spend to £5.00 [**check your system's settings**], **but this can be increased or decreased by parents/carers for any student by making a written or telephone request to the Academy.**

Once the money is in their account, students will pay for their purchases using either a 4-digit PIN or by swiping their finger on a payment scanner; our preferred method uses biometric finger image data where the system will recognise an electronic pattern generated by the **unique features on a person's thumb or finger each time they use the payment scanner** - it does not record or store the actual finger print. All information obtained for cashless payments remains within the Academy and is subject to data protection legislation and will be used in accordance with our privacy policy.

We operate an 'opt in' policy for the biometric finger image option and therefore kindly ask that you complete and return the attached form. If you choose not to have your child registered for the biometric option, a 4-digit PIN code will be allocated to access the till system; it will be your child's responsibility to remember the code and to keep it secure at all times.

The key features of the cashless catering system are explained in the enclosed 'frequently asked questions' booklet, but should you require anything further, then please do not hesitate to contact me.

Yours faithfully Finance Office

Cashless Catering System - Parental Approval

Please complete and return to Student Services

Student's Name	Tutor Group

I confirm that I wish my child/children named above to be registered on the Academy's biometric cashless catering system.

I understand that I may withdraw their registration at any time by notifying the Academy in writing.

I would like to amend the daily spend limit from £5.00 to £_____.

Name of Parent/Carer	Signature	Date

Cashless Catering System - Frequently Asked Questions - Helpful Information from Civica UK

[this needs to be tailored to suit your school]

Q Why has the Academy moved to a biometric cashless payments system?

A The Student Council had, for many years, previously asked that action be taken to reduce the queues at break and lunch times. Biometrically authorised transactions are the quickest means of paying for food and drink, helping students spend much less time queuing and more time eating, socialising or attending homework and other lunchtime clubs. Additionally, students on free school meals will now undertake the same transactions as all other students when they pay for their purchases. Furthermore, parents and carers will be empowered by the ability to analyse their child's food and drink purchases.

Q What is a cashless catering system?

A The Trust-e cashless solution provided by Civica UK is a purpose-designed system that removes cash at the point of sale to provide students with a faster, more efficient and more appealing school meal service.

Q What is biometric?

A Biometric is simply a method of identifying an individual person from their unique, natural features.

Q How does the biometric system work?

A An algorithm is generated from the image created by a finger or thumb scan, selecting between 50 and 130 points to form a unique pattern for that person. The system does not use fingerprints and therefore does not store any fingerprints. The pattern it creates is of use only in our cashless system.

Q How is biometric data stored and used?

A The information of a person who has been biometrically registered is stored on a secure Biometric Controller within the Academy, which only our provider, Civica UK, can access. Once an account is credited the person places their finger/thumb on the payment terminal scanner, which looks up their account details and allows them to purchase items using this unique method of identification.

Q How does my child register on the biometric system?

A Registration will take place at the Academy, either before or on the day of joining. Your child will attend a registration terminal where they will be required to place their finger/thumb on a biometric sensor twice to obtain a matching template, which only takes a few seconds.

Q What if I do not opt in to the biometric system?

A If you have chosen to not opt in to biometric, your child will still be registered for cashless payments, but will be presented with a 4 digit PIN code instead of using finger image recognition. This takes a bit longer for each transaction and the PIN must be kept secure by your child.

Q What methods of payment can be used to credit a cashless account?

A Any amount can be credited to an account as frequently as you wish by way of any of the following methods. Once an account has been credited the monies cannot be withdrawn and must be spent on the school meal services:

On-line payments

We have introduced on-line payments via ParentPay, the industry leader. A temporary user name and password will be issued to create your account. You can pay 24/7 by debit or credit card, with no transaction fees.

Q How can I check the credit on an account?

A Students - This can be done at the paying-in machine by the account holder placing their finger/thumb on the sensor or by entering their 4-digit PIN Code. The current balance will then be displayed.

Parents/Carers - This can be accessed online via a ParentPay account. You can have a ParentPay account to view purchases and balances, even if you do not wish to make online payments.

Q Can I change the daily spend limit?

A Yes. The daily spend limit has a default of £3.50, but this may be changed by written or telephone request to the Academy by parents/carers; we do not adjust the limit at the request of students.

Q **What happens if my child's account is not in credit?**

A You can set up an automated system message on ParentPay when the account balance gets low to help to keep the account in credit. You can add funds online at any time. We will allow your child to phone you should they find that they require additional funds.

Q How do free school meal entitlements work?

A All free school meal entitlements will be entered on to the system following confirmation of entitlement. The system will, on a daily basis, automatically allocate the appropriate accounts with the free school meal allowance of £2.30. Entitled students remain anonymous at all times as all student transactions are processed in the exact same manner at the tills. Any monies not spent from the daily free school meal allocation will not be carried over to the next day.

Q **Can anyone else use my child's account?**

A This is extremely unlikely. Due to the extensive security on biometric templates nobody will be able to access your child's account using their finger or thumb. As a secondary precaution, a photo image is allocated to each pupil's account. If your child is using a 4-digit PIN code, which someone obtains and attempts to use, the photograph shown on the payment terminal at the time of the transaction will not match and should alert the operator to a suspected fraudulent sale taking place.

Q My child has an allergy, how will this be monitored?

A All allergy records registered with the Academy will be automatically entered on to the cashless database. When students attempt to purchase an item that has ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item. Please make sure the Academy is kept up to date on allergy and other conditions.

Q Can I request a printed report of my child's meal intake?

A Yes. In addition to looking online via ParentPay, the cashless catering system provides for advanced reporting facilities, which includes dietary habits. These may be requested by contacting the Academy in writing.

Q What are the technical specifications of the biometric information?

A The individual templates are encrypted using a 256 bit AES key that is built into the scanner's hardware. Also the persisted file is encrypted using a different 256 bit AES key built into the matching algorithm supplied by Secugen and generated by a unique license purchased for each site. This is more secure than the ANSI and ISO standards that government departments use as the Secugen Template is encrypted and the ANSI and ISO standards are not.

Outside of the cashless system the template data is useless and cannot be interpreted back into a usable fingerprint image. If this was not the case then there would be no world standards and performance measures for such technologies. The data is stored in an array in the RAM of the Biometric Controller and is also permanently stored on the hard drive of the Biometric Controller to be restored in the event of a reboot. Below is an example of a template code for an individual finger.

```
0X417741414142514141414445415141414151415341414D415A4141414141414174774541414C7
14777346C5869656D6C574945494A764A6B42466D6837616C4E764D704F517874517A706A4A3
95A31784935686C4177395366726E777645576357386C4573314B426F4744316669417067555970
4C763168423642682A7043
```

The solution is secure because the matching can only be done by the individual's consent as the finger has to be presented to the device for matching. We do not hold images of fingerprints in our system. The technology provided for this method of identification meets with BECTA guidelines and also allows students the option to opt out of the scheme and use a PIN number instead.

Also under data protection legislation, the Academy or caterer (the originator of the data) cannot allow access to this data by anyone for any other means than for the purpose the data was collected and that is to identify an individual within the solution we supply. Any biometric data that belongs to an individual that leaves the Academy is purged, which also is in line with the BECTA guidelines.

Q Can we have information on data protection from Civica UK?

A Civica UK is accredited with ISO 27001 - Information Security Management System - and is committed to ensuring that privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

Civica UK is registered as a data processor under data protection legislation and operate at all times under the data protection legislation guidelines.

The Academy's data will remain their responsibility and they remain fully in control of accessing, managing and updating all student data within the system. The Academy is operating as Data Controller under data protection legislation. All Civica UK staff that may have administrator access to Academy data for support purposes are Disclosure and Barring Service (DBS) checked.

Information collected to implement a cashless catering system is outlined below:

Essential information collected		Optional information that may be requested
Admissions Number	Gender	Unique Pupil Number
Surname	Date of Birth	Ethnicity
Forename	Year	
Tutor Group	FSM Allowance	
Current photograph	Allergies	

Civica UK does not sell, distribute or lease your personal information to third parties.

Civica UK removes all data from servers one week after the cashless system has gone live within the Academy.

Under data protection legislation you may request details on personal information that we hold about you. If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the address below.

Civica UK
Second Floor
Station House
Stamford New Road
Altrincham
WA14 1EP
03333 214 914

Liskeard School and Community College Educational Visits - 5 Year Consent Form



for school trip and other off-site activities

This Parental Consent Form will enable your child to be taken out of school on local trips, visits and sports fixtures for the time that they attend Liskeard School and Community College. You will always be informed of any trips taking place.

Should a trip be classed as adventurous, residential or be over 50 miles away from school, the Visit leader will attach an additional Parental Consent Form to their information letter for your approval and signature.

Should your child have additional needs, a new medical diagnosis or new medical condition after this form has been submitted, the school must be informed, as a matter of urgency. It is the responsibility of the parent/carer to provide this information and any alterations to contact or emergency details. Please contact their Head of Year or Reception.

1. Your Child's Full Name: _____

2. Tutor Group: _____

3. Date of Birth: ____ / ____ / ____

4. Home Address:

5. Home Telephone Number: _____

Mobile Telephone Number: _____

6. Emergency Name, Address and/or Telephone Number: (if different from above)

Personal Information: Please give details requested below and any additional personal information which might be relevant. If your child requires prescribed medication during a school trip (i.e. Salbutamol for asthma), it is essential that they take sufficient supplies with them and that the Visit Leader is informed.

A. Do they suffer from allergies, diabetes, migraine, epilepsy, bad period pains, sleep walking, bed wetting?

YES ☐ NO ☐ If yes, give details:

B. Are they allergic to anything e.g. antibiotics, Elastoplast, aspirin or any such medicines, any particular food/drink?

YES ☐ NO ☐ If yes, give details:

C. Are they actively sensitive to penicillin?

YES ☐ NO ☐ If yes, give details:

D. Are they receiving any medical treatment at present?

YES ☐ NO ☐ If yes, give details of illness/disability and treatment

E. Does your child have any other illness, disability or additional needs that the school should be aware of?

YES ☐ NO ☐ If yes, please give details

F. Date of last anti-tetanus injection (if known): ____ / ____ / ____

G. Do they have any special dietary needs?

H. Can they swim 50 metres? YES ☐ NO ☐

I. Name, address and telephone number of own Doctor:

7. Parental Consent:

- (a) I have read the information provided and agree to my child taking part in school trips, visits and activities.
- (ii) I acknowledge the need for my child to behave responsibly at all times, in accordance with the Schools Behaviour for Learning Policy.
- (iii) I understand that the staff responsible for the activities will take all reasonable care of participants.
- (iv) I consent to any emergency treatment necessary. I therefore authorise the Visit Leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger **my child's** health or safety.
- (v) I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated SMART/LA guidance.
- (vi) I understand that if my child is returned home after breaching the rules relating to acceptable conduct, I will need to meet the cost of these arrangements.

Parent Signature: _____

Please Print Name: _____

Relationship to Child: _____

Date: ____ / ____ / ____

8. **Insurance:** All school trips will be covered under the school's insurance policy. Please note that there is a limited amount of cover for personal accident and loss of personal belongings through School Journey Insurance. Participants are covered by SMART/LA insurance in the event of negligence by one of its employees or agents. Details are available on request.
9. Any deposit or payment required for a school trip/visit should be made via ParentPay. There is no cash payment facility.
10. A copy of this form may be returned to parent/guardian by the school once received after signature, should it be requested.
11. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under Department of Education and Skills/SMART guidelines. The data will not be disclosed to any external sources other than in an emergency, or to the Local Authority, without your written consent.