



The Marist

Catholic Primary School

Together, Achieving, Loving, Learning

Annual Data Review

2016 - 2017

- PUPIL'S ACCEPTABLE USE AGREEMENT
- PARENTAL CONSENT FOR A CHILD TO BE PHOTOGRAPHED
- EDUCATIONAL & RELIGIOUS EXCURSIONS CONSENT
- FOOD ALLERGY CONSENT
- PERMISSION FOR MEDICATION

- PRIVACY NOTICE - DATA PROTECTION ACT 1998



ACCEPTABLE USE AGREEMENT

ICT and the related technologies such as the Internet, are an expected part of children's daily learning in school. This policy is designed to ensure that all parents/ guardians are aware of their responsibilities when using the internet, with their children. Parents/ guardians are expected to agree to this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the head teacher or ICT leader.

- I will ensure that my child keeps his/ her username and password secret and does not share it with other children/ adults
- I will ensure that I have the necessary filters on my computer
- I will ensure that my child only uses their own username and password and does not disclose personal information e.g. address and telephone number
- I will supervise my child's use of the learning platform
- I will ensure that my child only uses the tools provided by the learning platform for the purpose for which they are intended
- I will ensure that my child does not use inappropriate language and is polite and friendly in their use of the learning platform
- I will not browse, download, upload or distribute any material when using the school's internet, that could be considered offensive, illegal or discriminatory
- I will not distribute images of pupils and/or staff outside the school network/learning platform without the permission of the parent/carer, member of staff or head teacher
- I understand that all my/ my child's use of the internet and computing programs can be monitored and logged
- I will support the school's E-safety policy and help my child to be safe and responsible in their use of ICT and related technologies. I will promote E-safety with my child and will help them to develop a responsible attitude to system use, communications and publishing
- I understand that it is a criminal offence to use the school ICT system for a purpose not permitted by its owner
- I will report any incidents to the school that may breach this policy



PARENTAL CONSENT FOR A CHILD TO BE PHOTOGRAPHED DURING SCHOOL ACTIVITIES

We take and use photographs of the children at The Marist. Primarily these images are used for educational recording purposes and are used in class room display, children's own books and sometimes the school newsletter.

In addition we would like to be able to use some of these images in our school's publicity material or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Their names will not be used.

To comply with the Data Protection Act 1998, you are asked to give your permission before we can photograph or make any recordings of your child for *promotional purposes* as follows:

1. May we use your child's photograph in the school's publicity material and other printed publications that we produce for promotional purposes or on project display boards within the school building?
2. May we use your child's image on our website? ***They will not be identified by name.***
3. May we record your child's image on video or webcam?
4. Are you happy for your child's image to appear in the media if the opportunity arose?



EDUCATIONAL & RELIGIOUS EXCURSIONS CONSENT

There are many occasions throughout the year when we take students out of school to support their learning and development. We are not, however, able to do this without prior consent from parents/guardians. The Department for Education has advised that a general consent form to cover the time that your child is at The Marist will be sufficient in the future.

You are asked to give consent:

- for my child to take part in school visits (including residential) and other activities* that take place off school premises, abroad, in school time, after school, at weekends and in school holidays
- for the school to obtain first aid or urgent medical treatment for my child, should it become necessary

**Other activities include but are not restricted to concerts and sporting fixtures*

You are asked to confirm that you understand that:

- those supervising my child are in loco parentis and will exercise a standard of care which would be expected of a reasonably prudent parent
- the school will provide me with details of all trips and visits
- it is my responsibility to notify the school of any changes to the medical/dietary needs of my child, or the emergency contact details for the duration of each trip

CONTACT INFORMATION

The letter advising you of a forthcoming trip or visit will remind you to inform the school of any changes to your emergency contact information for the duration of the trip or visit. You should update this information via email to: trips@marist.surrey.sch.uk or by letter Educational Visits Coordinator, The Marist School.

YOU ARE ASKED TO AGREE TO TAKE RESPONSIBILITY FOR INFORMING THE SCHOOL

MEDICAL INFORMATION

The letter advising you of a forthcoming trip or visit will remind you to inform the school of any medical conditions eg diabetes, epilepsy, allergies or dietary needs. You should inform the school via email to trips@marist.surrey.sch.uk or by letter to Educational Visits Coordinator, The Marist School.

FOOD ALLERGY CONSENT

From time to time the children may take part in practical work involving food at school, i.e. taste, smell and touch etc.

You are asked to give permission for your child to undertake these activities but ensure that we are kept notified of any food intolerances / allergies.

PERMISSION FOR MEDICATION

While every effort is always made to contact parents first, on occasion it may be useful to be able to administer paracetamol (eg in the form of Calpol) to ease a child's discomfort.

You will be asked to give permission each academic year.



PRIVACY NOTICE - DATA PROTECTION ACT 1998

The Marist Catholic Primary School is a Data Controller for the purposes of the Data Protection Act. We collect information from you about your child, and may receive information about your child from any previous school. We hold this personal data and use it to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

This information includes your contact details, your child's national curriculum assessment results, attendance information ^A and personal characteristics such as ethnic group, any special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the School Office. If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Privacy+Notice+-+Data+Protection+Act+1988?opendocument

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Corporate Information & Governance Team
Surrey County Council
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DJ
website: www.surreycc.gov.uk email: foi@surreycc.gov.uk tel: 03456 009 009
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.education.gov.uk email:
<http://www.education.gov.uk/help/contactus> tel: 0370 000 2288

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools