



*"A home for Learning, Laughing, Caring and Trying"*

## **Parent & Carer Consent form**

**Please read the enclosed information carefully and return the consent form on the back pages to the School Office as soon as possible. Thank you.**

You will only be required to complete this form once, the consent you provide will last the lifetime of your child's education at Banks Road. However, if your circumstances change or you wish to change your consent at any time, please contact the School Office.

**Please read the Privacy Notice on the school website.**

## **Section 1 - Use of digital images**

At Banks Road we sometimes take photographs or video of pupils. To comply with the General Data Protection Regulations we need parental permission to use photographs or recordings of any child. When posting images for external use, we will avoid using surnames. If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that full names are not given in the credits at the end of the film. Only images of pupils in suitable dress will be used. Staff are not allowed to take photographs or videos on their own personal equipment. Photographs might be taken for a variety of reasons as follows:

### **Photographs for assessment**

Teachers may sometimes take photographs and short video clips of your child learning and playing. These will be used to record and assess their development or shared amongst staff for professional training and moderation.

### **Photographs for display**

We may take photographs of children for display in classrooms, the hall and around the school; for example to enhance the environment, to showcase what pupils do in our school, to show special activities or to congratulate our weekly Golden Stars.

### **Photographs for promotional purposes**

On occasion we may like to use some photographs on our website or for our publications; such as the school prospectus or school advertising leaflets that are distributed within the wider community.

### **Photographs for the weekly newsletter**

Occasionally we add photographs to the weekly newsletter, which is distributed to the whole school (i.e. every parent/guardian), to celebrate good news.

### **Annual Class photograph**

We require your permission for your child to be included on the annual class photograph.

### **Photographs / video taken during school performances**

We are happy to allow parents and carers the use of cameras and video recorders during school performances. However we request that parents respect the privacy of other families and do not post images on social media or otherwise share images including other children taken at school events both in and out of school, without permission from other parents/carers.

## **Section 2 – Use of Personal Data**

The School's weekly newsletter includes a list of Golden Stars for each class and a quote of the week from a child in each class. We require your permission to print your child's name (first name and surname initial) on the newsletter. In addition, we have a display in the hall of the children who are the Golden Stars and we seek your permission to include their name on that display along with their photograph.

At Banks Road, we also need to store and use some information about you. This information includes your:

**Email address** to enable us to send information from School to home about learning and activities taking place during the school day, the weekly newsletter, notices (such as illnesses in school), and for direct communication with you if we should need to discuss particular issues relating to your child. We will not pass on your email address to any other organisation without seeking your consent directly (i.e. for a child health referral).

**Telephone numbers** to enable us to contact you in an emergency or if we need to speak with you regarding your child.

**Mobile numbers** to text you in circumstances such as an emergency school closure or if your child will be returning later than anticipated from a school trip. We will not pass on your telephone numbers to any other organisation without consent. The School's weekly newsletter includes a list of the Golden Stars for each class and a quote of the week from a child in each class. We require your permission to print your child's name on the newsletter. In addition, we have a display in the hall of the names of the children who are the Golden Stars and we seek your permission to include their name on that display along with their photograph.

Email addresses and mobile phone numbers are collected via our Pupil Personal Details form, stored on a CAPITA software programme called SIMs and used by 'eSchools', our third party communications provider to send out emails and texts.

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## **Section 3 - Medical Consents**

### **First Aid**

Pupils will sometimes need first aid for minor injuries. First aid will be provided by a trained member of staff. If your child receives first aid that you need to know about, you will be notified by either a slip to home or phone call.

Whenever our children leave site they are always accompanied by a trained first aider. During a school trip there may be a time when the first aider has to make a decision about the welfare of your child.

In some circumstances it may be necessary to apply a plaster to a minor injury. Please tick the box in section 3 of the consent form if your child can have a plaster.

## **Emergency Treatment**

If we cannot contact you in an emergency and it is considered necessary to call an ambulance or transfer your child to a hospital, we require your consent to share information with the NHS and for Banks Road staff to sign any medical consent forms in your absence.

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## **Section 4 - Visits in the local environment**

Sometimes we go out for visits into the local environment or walk to other schools, local churches or the library. Please complete Section 4 of the consent form to give your permission to allow your child to take part in these ad-hoc visits. Please note that we ask parent's to return any borrowed library books back to the library.

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## **Section 5 - Nurture Groups**

Children can sometimes experience episodes in their lives when their emotional health and wellbeing may hinder their confidence, self-esteem, learning, social interaction skills and so on. This could be for a variety of reasons including change in family circumstances, low self-esteem / confidence, difficulty handling / expressing their emotions, transition between classes / year groups. At Banks Road we have always provided a nurturing environment and provided opportunities and support to develop children's social and emotional happiness and wellbeing and to prepare them for the future. As part of our targeted support, we introduce 'nurture' groups to any identified children as needed. These groups will be organised around the structured school day with predictable routines and led by trained staff.

Nurture groups provide a small, emotionally secure setting where two staff, modelling a supportive relationship, make the children feel accepted and valued. Being able to build trusting relationships with reliable and consistent adults and their peers establishes a foundation for healthy emotional development, enhancing children's self-confidence and their ability to take responsibility for their own emotions, increasing the chances of educational success. Nurture groups are an educational provision making the important link between emotional containment and cognitive learning. We have created a specific nurture room providing children with resources in a warm, welcoming, secure environment where staff are able to encourage children to develop and enhance their communication skills through language, rephrasing and extending the things the child has said. The ability to talk clearly and confidently promotes self-control and self-respect in children. As the children in the group learn and grow they develop confidence, become more responsive to others, taking pride in their own achievements.

Please complete Section 5 of the consent form to give your permission to allow your child to take part in Nurture Group if it is felt it will be helpful for them to attend.

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## **Section 6 - E-Safety Rules**

All pupils will have access to the school's computer facilities including the internet as an essential part of learning, as required by the National Curriculum. The school has an educationally filtered service, restricted access email and provides age appropriate teaching around internet use and e-safety issues. Parents/carers are asked to sign to show that the e-safety rules, as set out below, have been understood and agreed.

### **Think then Click**

#### **These rules help us to stay safe on the Internet:**

- We only use the internet when an adult is with us.
- We can click on the buttons or links when we know what they do.
- We can search the Internet with an adult.
- We always ask if we get lost on the Internet.
- We can send and open emails together.
- We can write polite and friendly emails to people that we know.



Please complete Section 6 of the consent form to confirm that you have read and understood the school rules and now grant permission for your child to use the internet, school e-mail system, learning platform and other ICT facilities at School.

We ask that you discuss the school e-safety rules with your child and confirm that your child understands them. Please also discuss the E Safety policy (available on the school website) and agree to follow the rules to support the safe and responsible use of ICT at School

We may occasionally show a film as a treat or during 'wet play' activities. We will only show films that have a U certificate.

**The information you provide on this consent form will be used throughout your child's time at Banks Road Infant and Nursery School. You may withdraw your consent to any of the sections, at any time, by contacting the School Office.**

**The signed copy of the form will be retained until your child leaves the School. At which point the form will be securely destroyed.**

**Please ensure that you complete the form as fully as possible. If you require any assistance in completing the form please contact the School Office.**

Please complete the consent form on the final pages, detach and return to the school office as soon as possible.

You should tick the box if you do give consent or agree with the statement and leave it blank if you do not give consent or agree.

# **BANKS ROAD INFANT & NURSERY SCHOOL**

## **Parent/Carer Consent Form**

*Please detach, complete and return to the School office*

Name of Child:	Date of Birth:
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### **Section 1 – Use of digital images**

I give permission for photos of my child to be used for assessment, evidencing and moderating purposes.	
I give permission for photographs of my child to be used in displays in the classroom, the hall and around the school.	
I give permission for photographs of my child to be used on the school website and in promotional material.	
I give permission for photographs of my child to be used on the weekly newsletter.	
I give permission for photographs of my child to be used on the school Facebook page.	
I give permission for my child to be included in the annual class photograph.	
I understand that any photographs/video taken of my child during school performances and events are for my personal use only and should not be shared on social media.	

### **Section 2 – Use of personal data**

	Mother	Father	Guardian
I give permission for the school to contact me by email. (Please tick all that apply)			
I give permission for the school to contact me by telephone. (Please tick all that apply)			
I give permission for the school to contact me by text message. (Please tick all that apply)			
I give permission for my child's name being included in the newsletter for Golden Stars / weekly quotes, and with their photo on the Golden Stars celebration display.			

### **Section 3 – Medical consents**

I give permission for my child to receive first aid by a trained member of staff during any on-site or off-site activity.	
I give permission for my child to have a plaster applied at school.	
I give permission for the school to share relevant information about my child with the NHS and other health professionals if I cannot be contacted.	
I agree to authorise members of staff, during any on-site or off-site activity, to approve medical treatment for my child as deemed necessary in an emergency or upon the advice of a medical practitioner, if I cannot be contacted.	

#### **Section 4 – Visits in the local environment**

I give permission for my child to go out into the local environment with a teacher.	
I give permission for my child to borrow a library book from Toton Library and I understand that it is my responsibility to return borrowed books back to the library in a timely manner.	

#### **Section 5 – Nurture Group**

I give permission for my child to access Nurture Groups if it is felt necessary.	
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#### **Section 6 – E-Safety rules**

I have read and understood the school rules and grant permission for my child to use the internet, school e-mail system, learning platform and other ICT facilities at School.	
I have discussed the e-safety rules with my child and I know that my child understands the school e-safety rules.	
I have discussed the E-Safety Policy and agree to follow the rules to support the safe and responsible use of ICT at School.	
I will support the school by promoting safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.	
I understand that the school will take every reasonable precaution to keep my child safe on-line, but I accept that the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies.	
I give permission for my child to watch a 'U' rated film during the school day.	

#### **Declaration**

Name of parents/guardians:	
Relationship to Child:	
Signature(s):	
Date:	

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#### **Office Use Only**

Date received	SIMs Updated	Signed