



The Magna Carta School - Student Data Collection Sheet

**Please complete the information below, giving as much detail as possible
and return to the school office as soon as possible**

Student Information Details		Tutor Group:	
Surname:		First Name:	
Legal Forenames and Surname (if different from above):			
Date of Birth:		Country of Birth:	Passport – Country of Issue:
Gender: Male/Female (delete as applicable)		Religion:	
Home Language:		Other languages spoken:	
Home Address (including postcode):			
Medical condition(s) and or medical note(s):			
Please ensure that any new or updates to medical conditions are immediately sent through to the school.			
Does the student have a disability? Yes/No (if yes, please give details)			
Medical Practice:			Telephone number:

Siblings:

Please give the name(s) of other siblings currently at the school _____

Parent/Carer Information:

Please give full details of all persons who have parental responsibility. Each person must personally consent to their data being held by the school, please refer to our privacy policy, a copy of which is available on the school website:

Parent/Carer Contact Information:		
	Name (Title, Forename and Surname), relationship to student And full address (if different to that of the student)	Telephone numbers/email address
1	Name: Relationship: Address:	Mobile: Home: Work: Email:
I consent to my personal information being held on the school systems.		Signature of Parent/Carer:
2	Name: Relationship: Address:	Mobile: Home: Work: Email:
I consent to my personal information being held on the school systems.		Signature of Parent/Carer:

Other Contact (only if applicable and in case of emergency where the parent/carers are unavailable):

Please ask the additional contact (if used), to personally complete their details and sign consent for us to hold their data for this purpose.

Additional Contact Information:		Telephone Numbers
3	Name: Relationship:	Mobile: Home: Work:
I consent to my personal information being held on the school systems.		Signature of additional contact:

Ethnic Background Record Form

Please study the list below and tick one box only to indicate the ethnic background of the student named overleaf

Our ethnic background describes how we think of ourselves. However, ethnic background is not the same as nationality or country of birth.

Asian or Asian British

- ◆ Bangladeshi
- ◆ Indian
- ◆ Pakistani
- ◆ Any other Asian background

Mixed

- ◆ White and Asian
- ◆ White and Black African
- ◆ White and Black Caribbean
- ◆ Any other mixed background

Black or Black British

- ◆ African
- ◆ Caribbean
- ◆ Any other Black background

White

- ◆ British
- ◆ Irish
- ◆ Gypsy Roma
- ◆ Traveller of Irish Heritage
- ◆ Any other White background
 - White European
 - Other White background

Chinese

Any other ethnic background

(Please specify: _____)

Free School Meals:

If you feel that your child may be entitled to free school meals and you are not already claiming this through the school, can you please contact the school office for further information.

Parent and Student Information Technology Access:

In school we use IT software to support parental engagement, communication as well as services for the students to aid teaching and learning.

Parent App:

Parents/Carers will be invited to sign up to the secure Parent App which gives specific access to their child's reports, attendance, timetable, calendar events and conduct. This portal also allows for updates to parent contact information.

Parent Mail:

Parents will also be invited to register with Parent Mail, which is a secure service we use to communicate by email important information relevant to you and your child giving information about trips, extra-curricular activities, advice and guidance.

On-Line Payment Facility – School Cash Office:

Parents/Carers will be given secure access to the on-line payments service, where using your debit card you can pay for trips, including adding funds to your child's account balance for the cashless catering system.

Homework

Students are given access to assigned work by their class teachers through an email sent from the software provider Datasec to their designated personal school email address. Parents also receive the information via email.

Other software that we use in school to support students within their subjects are Kerboodle and My Maths.

General Data Protection Regulations (GDPR) - Privacy Notice:

A privacy notice explaining how we handle personal data of parents/carers and students has been issued to you. Should you have any further questions, please do not hesitate to contact the school.

Signed: _____ (Parent/Carer) Date: _____

Parent/Carer completing this form (please print): _____

Please return the completed form to the school office.