

## Academy Data Collection Document 2021/2022

<b>Student:</b>	
<b>Primary School:</b>	
<b>Year:</b>	7 (in September 2021)

Dear Parent/Carer,

We write to you an annual basis to ensure that the information we have recorded regarding your child remains up-to-date.

This not only ensures compliance with Data Protection laws but it is also an important safeguarding measure to ensure we have an appropriate and accurate list of emergency contacts for each student.

In response to feedback from previous years, we have made this document simpler for you to complete by pre-populating a lot of the information we have already.

Please check over the information we hold currently and make amendments where necessary. We ask that any boxes currently shown blank are now completed for the first time.

Information covered in this booklet:

- Child name and personal details
- Parental contacts
- Other emergency contacts
- Names of siblings on roll
- Medical practice and notes
- Special Educational Needs
- Ethic/Cultural details
- Meal arrangements
- Additional notes
- Photography/Video Usage Permissions

**Please ensure that you sign pages 3 and 6**

If you have any queries about completing this form, or any other information you need to make us aware of, please contact Data Team on 01603 734161 or via email to [victorydata@ormistonvictoryacademy.co.uk](mailto:victorydata@ormistonvictoryacademy.co.uk)

**RETURN TO:** Student Services, Ormiston Victory Academy, Middleton Crescent, Costessey, Norwich, Norfolk, NR5 0PX in the envelope provided – **you will need to attach a stamp.**

**PLEASE RETURN BY FRIDAY 26<sup>TH</sup> MARCH.**

## Data Collection Document 2021/2022

Please check that the information below is correct. Complete any missing details, and return to Student Services at the academy.

<b>Preferred Surname:</b> <b>Preferred Forename:</b> <b>Middle name:</b> <b>Date of Birth:</b>	<b>Legal Surname:</b> <b>Legal Forename:</b> <b>Gender:</b> <b>Year Group:</b>
<b>Home Address:</b>	
<b>Home Telephone:</b>	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Rank them in the order that you wish for them to be contacted in an emergency. Please list any non-parental contacts **without** the **additional details** completed. We strongly recommend providing as many emergency contacts as possible but always a minimum of two.

Priority	Legal Name / Relationship to student / Parental Responsibility	Home Address / Telephone Numbers / Email Address	Additional Details <small>Only applicable for those with parental responsibility</small>
	<b>Title:</b> <b>Forename:</b> <b>Middle name:</b> <b>Surname:</b> <b>Relationship to student:</b> <b>Parental Responsibility:</b>	<b>Address (if parental):</b>  <b>Home:</b> <b>Mobile:</b> <b>Work:</b>  <b>Email:</b>	<b>Date of Birth:</b>  <b>Electronic Mailing (True/False):</b>  <b>Reports (True/False):</b>
	<b>Title:</b> <b>Forename:</b> <b>Middle name:</b> <b>Surname:</b> <b>Relationship to student:</b> <b>Parental Responsibility:</b>	<b>Address (if parental):</b>  <b>Home:</b> <b>Mobile:</b> <b>Work:</b>  <b>Email:</b>	<b>Date of Birth:</b>  <b>Electronic Mailing (True/False):</b>  <b>Reports (True/False):</b>
	<b>Title:</b> <b>Forename:</b> <b>Middle name:</b> <b>Surname:</b> <b>Relationship to student:</b> <b>Parental Responsibility:</b>	<b>Address (if parental):</b>  <b>Home:</b> <b>Mobile:</b> <b>Work:</b>  <b>Email:</b>	<b>Date of Birth:</b>  <b>Electronic Mailing (True/False):</b>  <b>Reports (True/False):</b>
	<b>Title:</b> <b>Forename:</b> <b>Surname:</b>	<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	<b>Relationship to student:</b>
	<b>Title:</b> <b>Forename:</b> <b>Surname:</b>	<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	<b>Relationship to student:</b>

<b>Does the student have any siblings at Victory? If so, please provide their name / year / form</b>				
<b>Medical Practice</b>				
<b>Doctor's Surgery:</b>		<b>Telephone:</b>		<b>Address:</b>
<b>Medical Notes (Please add any serious illness, accident, operation, medical condition, allergy, or regular treatment or medication of which the academy should be aware):</b>				
<b>Dietary Requirements</b>				
<b>Special Educational Needs and Disabilities</b>				
Does your child have any special educational needs or a disability? YES / NO. If so please give details:				
<b>Additional Notes</b>				
Is there any other information which you would like to make us aware of?				

<b>Ethnic / Cultural / Additional Information</b>	
<b>Ethnicity:</b>	Ethnic group name e.g. White - British
<b>First Language:</b>	First language should be the language that the student is most fluent in. Additional languages include other languages spoken at home either by the child or a parent/carer.
<b>Additional language(s) spoken at home:</b>	
<b>Religion:</b>	State name of religion e.g. Christian or N/A
<b>Nationality:</b>	E.g. British
<b>Traveller:</b>	Specify traveller type E.g. Romany or N/A
<b>Currently in care:</b>	Child is in Local Authority or Foster Care (Yes, No or N/A)
<b>Previously in care:</b>	No longer in care following an adoption order (Yes, No or N/A)
<b>Meal Arrangements:</b>	Free Meal / Meal at Academy / Sandwiches * Please indicate Free Meal if you current receive this at Primary School
<b>Travel Arrangements:</b>	Walk / School Bus / Car or Van / Cycle / Public Service Bus
<b>Service Child:</b>	Child of Parent/Carer(s) in Armed Forces (Yes or No)
<b>Young Carer:</b>	The student cares for someone else at home (Yes or No)

**General Data Protection Regulation (GDPR) 2018:**

Ormiston Academies Trust holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law - please see the Academy Privacy Notice which is available on our website at [www.ormistonvictoryacademy.co.uk](http://www.ormistonvictoryacademy.co.uk) or paper copies are available upon request.

<b>Parent/Carer Signature</b>	
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## Photography and videos parental/carer consent

This information explains the reasons why and how Ormiston Victory Academy **and the Trust** that manages us, **Ormiston Academies Trust (OAT)**, may take and use photographs and videos of your child. Please read the information thoroughly and outline your agreement as appropriate by completing the consent form on *pages 2 and 3*.

### **Why do we need your consent?**

We request the consent of parents/carers to take and use photographs and videos of your child for a variety of different purposes. Without your consent, we will not take and use photographs and videos of your child.

### **Why do you we take and use photographs and videos of your child?**

We use photographs and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers and journals.

Where we use images of individual pupils, the full name of the pupil **will not** be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

### **Who else takes and uses images and videos of your child?**

It is common for the school to be visited by local media/press and other approved organisations, who take photographs or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, social media or websites. Additional consent will need to be sought by these organisations.

### **What are the conditions of use?**

- This consent form is valid for the duration your child attends the school and for a period two years after a child leaves the school. If further use is required, consent will be required.
- The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
- It is the responsibility of parents/carers to inform the school, in writing, if consent needs to be withdrawn or amended.
- We will not use the personal details or full names of any pupil in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
- We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
- We may use pictures/work created by pupils on display boards inside and/or outside of school e.g. in the local supermarket.
- We may use group or class photographs or videos with general labels, e.g. 'sports day'.
- We may use individual or group photographs and videos taken on school trips/visits if consent is given on the consent form. We will not ask again prior to a trip or visit.
- We will only use photographs and videos of pupils who are suitably dressed.
- We will take class images of your child which are available to purchase annually (if applicable).

## Photography and videos parental/carer consent form

Please read the consent form thoroughly and complete - stating what photography and videos you consent to us taking and publishing of your child.

Please tick either 'Yes' or 'No' for each criterion below:

I provide consent to:	Yes	No
Taking and using photographs and videos of my child on any managed and maintained school and/or OAT websites.		
Taking and using photographs and videos of my child on social media, including, but not limited to, Facebook, Twitter, Instagram, LinkedIn.		
Taking and using photographs and videos on <i>internal</i> displays such as posters, screens, noticeboards or otherwise, that can only be seen by approved visitors, staff and pupils.		
Taking and using photographs and videos on <i>external</i> displays such as posters, screens, noticeboards or otherwise, that can be seen by members of the public.		
Taking and using photographs and videos of my child for promotional materials, such as prospectus, brochures, fliers or other materials.		
Taking and using photographs and videos of my child for use in local, regional and national media. This may include newspapers, TV, any respective websites and social media.		
Sharing my child's data with a school-appointed external photography company for official school photography. This includes the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Roll number</li> </ul>		

### Refreshing your consent

This form is valid for the duration of time your child is at the school and for a period of two years after they leave. It will only be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil photographs and videos.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's photograph cannot be used.
- Changes to parental consent, e.g. amending the provisions for which consent has been provided.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the principal via [pa@ormistonvictoryacademy.co.uk](mailto:pa@ormistonvictoryacademy.co.uk)

A new form will be supplied to you to amend your consent accordingly and provide a date and signature.

### Withdrawing your consent

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, we will make every effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed. If you would like to withdraw your consent, you must submit your request in writing to the principal via [pa@ormistonvictoryacademy.co.uk](mailto:pa@ormistonvictoryacademy.co.uk)

## Declaration

### I understand:

- Why my consent is required.
- The reasons why we take and use photographs and videos my child.
- Which other organisations may take and use photographs and videos of my child.
- The conditions under which the school/OAT uses photographs and videos of my child.
- I have provided my consent above as appropriate, and the school will take and use photographs and videos of my child in line with my requirements.
- Photographs and videos of my child will be kept for two years after they have been produced, even if these include pupils that have left the academy. Additional permission will be sought if required for a longer period e.g. alumni.
- I will be required to refresh consent where any circumstances change.
- I can withdraw my consent at any time and must do so in writing to the principal via [pa@ormistonvictoryacademy.co.uk](mailto:pa@ormistonvictoryacademy.co.uk)

*Please sign and date the consent form and return to the academy.*

Parent Signature	
Parent Print Name	
Student Name	

If you have any questions regarding this form or need help understanding what it all means, or translating it, please do not hesitate to contact the academy at [pa@ormistonvictoryacademy.co.uk](mailto:pa@ormistonvictoryacademy.co.uk) or on 01603 742310.

## Modern Foreign Languages Preferences

Dear Parent/Carer,

All students start a language in Year 7 and study the same language until the end of Year 8 as part of the Key Stage 3 curriculum. We currently offer German, Spanish and Mandarin and would like to see the order of preference for your child. Reasons for preferring a language could be:

- They have been learning this language in Year 6
- Someone at home speaks this language or you have links with people in a country where this language is spoken
- You holiday in a country where this language is spoken
- You want to try something new

The importance of learning languages is not to be underestimated. In an ever shrinking world with global communication, language students are statistically more likely to get a job and earn more over their lifetime. We at Ormiston Victory Academy recognise this, giving students two hours a week compulsory language learning in both Year 7 and Year 8. The language your child chooses to study, will be the language they continue to study at GCSE level.

We cannot guarantee that you will get your language choice however every endeavour will be made to accommodate your selection. Equally, we request that if you have no preference, that you make this clear on this form.

We are also interested in hearing of any languages other than English that are spoken by your child or at home, as we may be able to offer your child the opportunity to take a GCSE examination in this subject.

Yours sincerely,

*E. Baião*

**Mrs E. BAIÃO**  
Curriculum Leader of Modern Foreign Languages

<b>Name of Student</b>	
<b>Primary School:</b>	

Please number 1-3 in order of preference, 1 being first preference, or tick 'no preference'			
German		Spanish	
Mandarin		No preference	

<b>Please list any other languages spoken by your child and/or at home:</b>