



*"Be your best. Celebrate success. Together we will be successful."*

## **Parent & Carer Help booklet**

**Please read this Parent Help booklet in conjunction with section 8 of your child's enrolment form and carefully complete the answers and return 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 John Clifford School. 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.**

**This is in line with the General Data Protection Regulations.**

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

At John Clifford School 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 are used to record and assess their development or possibly 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.

### **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 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 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**

At John Clifford School, 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 newsletters, 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 outside of our data map 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.

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 'SchoolComms / SchoolGateway', 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 John Clifford School staff to sign any medical consent forms in your absence.

### **First Aid Information**

We will provide details of your child's medical needs in the classrooms, school office and staff room to improve the provision of First Aid.

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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.

## **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 John Clifford School 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 those

children in need. 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 relationships, 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. 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.

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

**The 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.**

**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.**