



Stone Soup Academy

Consent Form Booklet

Please read the Parent/Carer information sheets and complete the consent form.

Please return to Stone Soup Academy

Student name:.....



Parent / carer contact details (First point of call) (*mandatory fields must be completed)

| | |
|---------------------------|--|
| Name * | |
| Relationship to student * | |
| Home telephone number | |
| Mobile telephone number * | |
| Work contact number | |
| Email Address * | |

| | |
|---------|--|
| Address | |
|---------|--|



Parent / carer contact details (Second point of call)

| | |
|---------------------------|--|
| Name * | |
| Relationship to student * | |
| Home telephone number | |
| Mobile telephone number * | |
| Work contact number | |
| Email Address | |

| | |
|---------|--|
| Address | |
|---------|--|

Please provide an emergency contact / details

| | |
|---------------------------|--|
| Name * | |
| Relationship to student * | |
| Home telephone number | |
| Mobile telephone number * | |
| Work contact number | |
| Email Address | |



| | |
|--------------------------|--|
| Name of Doctor/GP | |
| Surgery name and address | |
| Telephone number | |

Please ensure that all necessary and relevant medical information is given. If any information should be treated as private and confidential, please speak directly to Kerrie Henton (Principal and Designated Safeguarding Lead)



Medical declaration

Does your son / daughter suffer from any conditions that we should be aware of?

Yes / No

| | |
|---------------------------------|--|
| Medical condition | |
| Medication required | |
| Dosage required | |
| Time / circumstance to be given | |
| Method of administration | |
| Side effects / precautions | |

I give my consent for my son/daughter to self-administer the above medications. I will contact Stone Soup Academy if there are any medical issues or any changes to medication.

Name:.....

Signature:.....

Date:.....



Is your son/daughter allergic to any medication?

Yes/No

If yes please give details

Does he/she suffer with any allergies?

Yes/No

If yes please give details

If yes, does your son/daughter need an EpiPen?

Yes/No

In the unfortunate event of an anaphylactic shock - do you give consent for the EpiPen to be used?

Yes/No

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

Yes/No

Please outline any dietary requirements:



As the Parent/Carer of the above learner:

1. I consent to my son/daughter undertaking his/her learning at Stone Soup Academy
2. I will ensure that my son/daughter attends regularly, on time and properly equipped.
3. I will ensure that any absence is notified to Stone Soup Academy as soon as possible and will be supported with a medical note where appropriate
4. I consent to relevant information about my son/daughter being exchanged between the school and the referring organisation
5. I will contact the school if I become concerned about anything connected with my son/daughter's learning
6. I am aware that my son/daughter might take part in local learning visits away from the learning provider's site. If such a visit is out of the area or potentially hazardous, I understand that the school will provide details and seek my permission in advance
7. I am aware that if my son/daughter causes damage to learning provider property, I could be asked to contribute towards the costs of repair or replacement
8. I am aware that Stone Soup Academy will take reasonable care of my son/daughter but will not be liable in any circumstances for any loss, damage or injury suffered by my son/daughter whilst with the learning provider, unless arising out of negligence.
9. I agree to complete all admission information regarding the health, well-being and safety of my son/daughter to help Stone Soup Academy support their needs.

Name:.....

Signature:.....

Date:.....



Photographs or videos are taken of students which may be used to publicise activities they are involved in. Images that represent your child and the school may be used in displays, school newsletters and brochures, in students' course work, on the school website or in external publications (e.g. Nottingham Evening Post).

In line with safety guidelines set out by DfE, we will endeavour to protect students by not identifying them by name in images or videos on the school website or in images circulated beyond the school.

I give consent for my child's photograph to be taken for the above reasons:

Name:.....

Signature:.....

Date:.....



Parent/carer consent for off site visits

As part of the academy curriculum, we will arrange visits in the local community to support the students' learning and experiences.

For your son/daughter to take part in such activities we require the written permission from their parent/carer.

Please note that separate letters and permission slips will be sent out for planned visits and trips further afield.

I

.....
.....

Give consent for

.....
.....

to participate in curriculum/sports activity/Impromptu visits to local museums and galleries.

I also give consent to the following

I have read the details about the activity at the top of this form and hereby give my consent to the following

- i. my son/daughter participating in the activity described
- ii. the School, in the event that it is necessary, obtaining or rendering properly qualified medical assistance to my son/daughter
- iii. Self-administration of prescribed dosage of any required medication, e.g. paracetamol, travels sickness tablets, as advised by a pharmacist.
- iv. My son/daughter can dismissed directly from offsite activity location if staff member present gives permission to do so



I also acknowledge the following

- i. the need for compliance with requests and responsible behaviour on their part.
- ii. that in the event of a serious behaviour incident before the activity, the School may refuse to take my son/daughter on the activity. In the event of a serious behaviour incident during the activity, the School has the right to exclude my son/daughter from the remaining part of this activity. In either case, the trip leader's decision shall be final and I shall forfeit all monies paid in respect of the activity. I also understand that I may be requested to collect my son/daughter from the visit venue at my own expense in the case of serious behaviour incident
- iii. that my son/daughter is competent and confident in water if it is a requirement of the activity.
- iv. that any images taken by your son/daughter during the activity must be solely for your individual family's use and must not be distributed more widely. Photographs may also be taken for publicity use by the School.
- v. that the Department for Education (DfE) guidance now states 'Group Leaders should ensure that transport by road has seatbelts and students wear them'. This is fully endorsed by the School and, in the event of a student refusing to wear the seatbelt, the trip leader has the right to refuse to take that student on the visit



As part of the school's Personal, Social and Health Education programme, we will be conducting a series of sessions on relationships, sexual health and personal safety.

The purpose of this course is to provide knowledge and understanding of safe and healthy relationships. The course will develop understanding and attitudes that will help students to form relationships in a responsible and healthy manner.

This will take place on-site and will be conducted by members of the 'Thinking for the Future' team alongside engagement staff at the school throughout the year as part of the curriculum.

Sessions will take place in same-sex groups in order to allow a safe space for students to ask questions or raise any concerns that they may have about any aspect of the topic. We feel that this course is highly valuable to all students at the school, and will certainly have relevance to them going forward in life.

Parents can withdraw their children from all or part of sex education that does not form part of the statutory National Curriculum. If you wish to withdraw your child from the lessons on sexual health and safe relationships, please call the school on 0115 822 1834 to advise us of this. We will issue you an 'opt-out' form for you to sign and return.

If we do not hear from you with regards to the above, we will take it that you are agreeing to your child taking part in this course.

If you have any further questions or concerns, please do not hesitate to contact the school.



Work experience related learning

We advise that students may be invited to take part in Work Experience Related Learning Program here at Stone Soup Academy.

This will involve various sessions for students to participate in to develop key skills for the workplace, such as:

- Experience the routines/expectations of the workplace
- Communication Skills
- Presentation Skills
- Team-building Skills
- CV Writing Skills
- Personal Statement Writing Skills
- Developing Confidence
- Developing Self-Awareness
- Dealing with Difficult Situations

Students will receive a certificate on completion of Work Experience and/or each of the sessions they complete here at the Academy, which they can use as evidence when applying for jobs/college and University.

If you are happy for your son/daughter to participate in our Work Experience Program you will be notified via a separate letter in order for us to gain parental consent nearer the date of work placements. Our careers advisor will also liaise with parents/carers regarding this.

Name:.....

Signature:.....

Date:.....



Financial incentive

As part of our mission to give your child the best education possible we include a range of incentives to encourage them to focus and to help prepare them for the working world.

These incentives which will be accessible to students who perform to the required level in terms of behaviour, attitude and work.

Our class dojo system monitors student behaviour throughout the day. If students attend each morning arriving before 9:15am and they meet behaviour expectations throughout the day, they have an opportunity to earn £25 at the end of each week.

Those students who are with us at the end of year 11 and have achieved 90% attendance, 90% punctuality and 90% behaviour or above during that time will then receive all of their money earned. This will be paid into their bank account with consent from parents/carers.

We will also help to organise a bank account if your son/daughter does not already have one should you wish.



Weduc

Weduc is the main communication tool used by the academy to keep parents informed, engaged and up-to-date with their child's progress.

It gives you access to information such as key dates and events.

As a smart digital communications tool, Weduc can be accessed as a mobile app or parents can simply login to a web platform. All parents and carers receive an enrolment letter containing details of how to register and access the Weduc app. You will be given a unique and secure login for your account.

For parents who have already registered for Weduc and prefer to use the web platform, please visit: <https://app.weduc.co.uk>

To ensure you are able to access the relevant information for your children, it is vital that you supply us with an accurate e-mail address or telephone number. Parents/carers who do not have access to a computer or internet will continue to receive communications, such as letters, in hard-copy.

If you have any problems with the app, or need to provide us with your details, please contact our main reception on **0115 822 1834**.





Privacy notice for parents/carers: use of your child's personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students**.

We, Stone Soup Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Susan Murphy (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Name, unique student number, date of birth, student, bank details
- Contact details, contact preferences, date of birth, identification documents
- Assessment and attainment, including education/school history
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behavioural information (including exclusions and any relevant provision put in place)
- Details of any medical conditions, including physical and mental health and doctor's information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

This includes data that we have received from referring organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Protect student welfare
- Provide appropriate pastoral care



- Assess the quality of our services
- Administer admissions waiting lists
- Provide rewards for student behavior as appropriate
- Meet the statutory duties placed upon us for DfE data collections
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our document retention policy sets out how long we keep information about students.

To request a copy of our records management system, please contact the Academy's Data Protection Officer.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.



Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet statutory duties places upon us
- The student’s family and representatives – to promote student welfare and attainment
- Educators and examining bodies – to enable student assessment and attainment
- School inspection bodies - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government – to meet our legal obligations
- Our auditors – to enable them to provide the service we have contracted them for
- Survey and research organisations – to meet our legal obligations to share certain information for research purposes
- Health and social welfare organisations – to promote student welfare
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations
- Professional bodies – to enable them to provide the service we have contracted them for

National student Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National student Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Nottingham City or Nottinghamshire County Council as appropriate, or youth support



services providers as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the local authority or youth support services provider.

Transferring data internationally

When we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

As we are an Academy, there is no automatic parental right of access to the educational record in your setting. However, if a parent/carer would like to make a request for access, this can be discussed with the Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:



- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Susan Murphy

0115 822 1833

smurphy@stonesoupacademy.org.uk

This notice is based on the Department for Education's model privacy notice for students, amended for parents and to reflect the way we use data in this school.