

Sandfield Primary School General Parental Consent, Data Privacy and Permissions



Once your child is enrolled as a pupil at Sandfield Primary School we use Bromcom to send letters and messages to parents and carers and from time to time will use email (parents@sandfield.surrey.sch.uk).

Emergency Contact Details

Communication advising you of a forthcoming trip or visit will alert you to inform the school of any changes to your emergency contact information for the duration of the trip or visit. It remains the parents' responsibility to update all this information which will need to be done via the Bromcom App.

Emergency contact details must include:

The name of the adult with parental responsibility for your child.

Current home address of the adult with parental responsibility for your child.

Correct mobile telephone numbers of the adult with parental responsibility for your child.

Correct home telephone numbers of the adult with parental responsibility for your child.

We respect the privacy of you and your child when you use our services and are committed to complying with privacy legislation. The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal information. The Learning Partners Academy Trust has a Data Protection Officer whose role it is to ensure that any personal information processed by the Trust is processed fairly and lawfully (respecting your rights and ensuring we follow the law).

We also take photographs and digital images of the children at our school. These images will be used in various ways. We may also make video or webcam recordings for monitoring, assessment or other educational use e.g. trips and events.

Sandfield uses Seesaw as a powerful online learning platform and is used for setting homework and for you to also see what your child is learning at school. If they are working in a group, there may be images of your child that appear in any other child's observations or group photos used in Seesaw and vice-versa.

If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer.

I understand that:

Those adults supervising my child are in loco parentis and will exercise a standard of care which should be expected of a parent.

The school will provide me with details of trips, visits and sports fixtures.

It is my responsibility to notify the school of any medical and/ or dietary needs of my child.

It is my responsibility to notify the school of any changes to the medical and/ or dietary needs of my child.

It is my responsibility to notify the school of any changes to emergency contact details for my child.

It is my responsibility to check that any medication that is in school for the use of my child is in date and is correct for their medical needs.

It is my responsibility to complete a Health Care Plan that refers to my child if necessary.

It is my responsibility to update the Health Care Plan that refers to my child if necessary.

Acceptable Use of IT Agreement

Please discuss this section of the form with your child and complete the consent on Bromcom once they clearly understand.

Acceptable Use Agreement for Pupils in Key Stage 1 ONLY - Reception, Year 1 or Year 2

1. I understand that the school has discussed the Acceptable use Agreement with my child and they have received, or will receive, online safety education to help them understand the importance of safe use of all technology and the internet - both in and out of school.
2. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet systems.
3. I understand that my child's activity on the systems will be monitored and that the school will contact me if they have any concerns about any possible breaches of the Acceptable Use Policy.
4. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
5. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

Acceptable Use Agreement for Pupils in Key Stage 2 ONLY - Year 3, Year 4, Year 5 or Year 6

1. I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.
2. I understand that the school will monitor my use of the systems, devices and digital communications.
3. I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
4. I will be aware of "stranger danger", when I am communicating on-line.
5. I will not disclose or share personal information about myself or others when on-line (this includes names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
6. If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
7. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.