



YSGOL
**PENRHYN
DEWI**

Ysgol Penrhyn Dewi
St Davids
Haverfordwest
Pembrokeshire
SA62 6QH
01437 809200

STUDENT INFORMATION FORM

IMPORTANT Please read, complete and sign every section of this form. **THANK YOU**
This form is also available in Welsh/Mae'r eitem hon ar gael yn Cymraeg hefyd.

PERSONAL DETAILS note: name must be that recorded on birth certificate/passport

LEGAL SURNAME

(as appears on birth certificate/passport) _____ OTHER SURNAME _____

FORENAMES _____ CALLED NAME _____

ADDRESS _____

POSTCODE _____

IS THERE INTERNET ACCESS AT THIS ADDRESS? YES/NO

DATE OF BIRTH _____ GENDER MALE/FEMALE

HOME TELEPHONE NO: _____ STUDENT MOBILE NUMBER: _____

Parent/Guardian 1

In an emergency, should we call 1st / 2nd / 3rd / 4th (circle one only)

Title _____ Surname _____ First Name _____

Gender Male/Female Relationship to Pupil _____

Parental Responsibility Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS _____

POSTCODE _____

E-MAIL ADDRESS _____

HOME TELEPHONE NUMBER _____ MOBILE NUMBER _____

WORK TELEPHONE NUMBER _____ Name of Employer _____

Parent/Guardian 2

In an emergency, should we call 1st / 2nd / 3rd / 4th (circle one only)

Title _____ Surname _____ First Name _____

Gender Male/Female Relationship to Pupil _____

Parental Responsibility Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS _____

POSTCODE _____

E-MAIL ADDRESS _____

HOME TELEPHONE NUMBER _____ MOBILE NUMBER _____

WORK TELEPHONE NUMBER _____ Name of Employer _____

Please give details below of someone else who could be contacted in an emergency (e.g. grandparents, relative, friend or neighbour)
Please make sure they have consented for you to put their information on this form.

Other Contact In an emergency, should we call 1st / 2nd / 3rd / 4th (circle one only)

Title _____ Surname _____ First Name _____

Gender Male/Female Relationship to Pupil _____

Parental Responsibility Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS _____

_____ POSTCODE _____

E-MAIL ADDRESS _____

HOME TELEPHONE NUMBER _____ MOBILE NUMBER _____

WORK TELEPHONE NUMBER _____ Name of Employer _____

Other Contact In an emergency, should we call 1st / 2nd / 3rd / 4th (circle one only)

Title _____ Surname _____ First Name _____

Gender Male/Female Relationship to Pupil _____

Parental Responsibility Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS _____

_____ POSTCODE _____

E-MAIL ADDRESS _____

HOME TELEPHONE NUMBER _____ MOBILE NUMBER _____

WORK TELEPHONE NUMBER _____ Name of Employer _____

Siblings (please list name and tutor group of brothers and/or sisters that currently attend Ysgol Penrhyn Dewi)

Health Details

Name and Address of Doctor _____

_____ Tel. No. _____

Disability YES/NO If yes please give details and any provisions required _____

Current Medical Conditions/Dietary Needs that the school should be aware of

ABILITY TO SPEAK WELSH

1. Can your child speak Welsh? YES Please complete Questions 2 and 3
NO
2. Fluency in Welsh (only answer these questions if you answered Yes to question 1)
a) -My child speaks Welsh fluently b) My child speaks Welsh but not fluently
3. Does your child speak Welsh in the home? YES NO

I do not wish the information regarding Welsh language to be recorded

4. Was the language first learned by your son/daughter as a small child English and/or Welsh? Yes No
5. If the first language your child learnt **was not** English and/or Welsh, what was the first language they learnt? (Your child may still be using this language at home or in your community).
-

I do not wish information regarding the first language my child learnt to be recorded

ADDITIONAL INFORMATION

1. Do you think your child is eligible for free school meals? Yes No
2. Does your child travel by school transport? Yes No
3. Is your child entitled to a free bus pass? Yes No
4. Is your child a young carer? Yes No
5. Does your child have a Statement of Special Education Needs? Yes No
6. Do you consider your child to have any particular difficulties in school? _____
-

7. Do you consider your child to have any special talents? _____
-

8. What hobbies/interests does your child have? _____
-

9. Does your child play a musical instrument? If so, which and to what grade? _____
-

10. What is your child's religion? _____

I do not wish the information regarding my child's religion to be recorded

Name of Previous School(s)	Dates attended	Address	Tel no

Ethnicity – Please tick **ONE** on this page

WNAG	'New' Traveller		OMRC	Moroccan		
OAFG	Afghanistani		ANEP	Nepali		
BAFR	African		BNGN	Nigerian		
AAFR	African Asian		WOCC	Occupational Traveller		
WALB	Albanian		AOTA	Other Asian		
AOTH	Any Other Asian Background		BOTB	Other Black		
BOTH	Any Other Black Background		BAOF	Other Black African		
OOTH	Any Other Ethnic Background		COCH	Other Chinese		
MOTH	Any Other Mixed Background		OOEG	Other Ethnic Group		
WOTH	Any Other White Background		WOTG	Other Gypsy		
OARA	Arab		MOTM	Other Mixed Background		
MAOE	Asian and any other Ethnic Group		AOPK	Other Pakistani		
MABL	Asian and Black		WOTR	Other Roma		
MACH	Asian and Chinese		WOTT	Other Traveller		
ABAN	Bangladeshi		WOTW	Other White		
MBOE	Black And Any Other Etnic Group		APKN	Pakistani		
MBCH	Black And Chinese		WPOL	Polish		
BEUR	Black European		OPOL	Polynesian		
BNAM	Black North American		WPOR	Portuguese		
WBOS	Bosnian-Herzegovinian		WRRR	Roma		
WOBG	British Gypsy		WOOR	Roma From Other Countries		
WBUL	Bulgarian		WRMA	Romanian		
BCRB	Caribbean		WRUS	Russian		
MCOE	Chinese And Any Other Ethnic Group		OSAU	Saudi Arabian		
CHNE	Chinese Or Chinese British		WSCA	Scandinavian		
WCRO	Croatian		WSER	Serbian		
WCZE	Czech		WSHP	Show Person		
OEGY	Egyptian		BSLN	Sierra Leonian		
BERI	Eritrean		CSNG	Singaporean Chinese		
WOER	EU Roma		ASNL	Sinhalese		
OFIL	Filipino		WSVK	Slovakian		
WFRE	French		WSVN	Slovenian		
WGER	German		BSOM	Somali		
BGHA	Ghanaian		WSPA	Spanish		
WGRE	Greek/Greek Cypriot		ASLT	Sri Lankan Tamil		
WRGG	Gypsy		BSUD	Sudanese		
WOOG	Gypsy From Other Countries		OSYR	Syrian		
CHKC	Hong Kong Chinese		CTWN	Taiwanese		
WHUN	Hungarian		OTHA	Thai		
AIND	Indian		WIRT	Traveller		
OIRN	Irani		WITH	Traveller Of Irish Heritage		
OIRQ	Iraqi		WTUR	Turkish/Turkish Cypriot		
WITA	Italian		WUKR	Ukranian		
OJPN	Japanese		OVIE	Vietnamese		
AKAS	Kashmiri		WBRI	White-British		
OKOR	Korean		MWOE	White And Any Other Ethnic Group		
WKOS	Kosovan		MWAS	White And Asian		
OKRD	Kurdish		MWBA	White and Black African		
OLAM	Latin/South/Central American		MWBC	White and Black Carribean		
WLAT	Latvian		MWCH	White and Chinese		
OLEB	Lebanese		WEUR	White and European Other		
OLIB	Libyan		OYEM	Yemeni		
WLIT	Lithuanian					
OMAL	Malay					
CMAL	Malaysian Chinese		NOBT	Information Not Obtained		
WMAL	Maltese		REFU	Information Refused		
AMPK	Mirpuri Pakistani					
WMON	Montenegrin					
			I DO NOT WISH MY CHILD'S ETHNIC BACKGROUND TO BE RECORDED			

NATIONAL IDENTITY

Your child's national identity relates to one of the groups listed below that he/she most identifies with.
Please tick **one** box only

- Welsh
- English
- Scottish
- Irish
- British
- Other Please Specify: _____

I do not wish my child's national identity to be recorded

Privacy Notice:

What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Pembrokeshire Local Authority (LA) and Ysgol Penrhyn Dewi.

The collection & processing of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer. Any personal or sensitive information you share with us will be used to provide you with services and any statutory duties The Local Authority is required to fulfil. The processing of your data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school and Local Authority as the data controller.

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- provide catering and payment services
- communicate with our pupils and parents/carers
- safeguard and promote the welfare of students
- assist in the prevention or detecting of crimes (including CCTV)

The sharing of personal information

Welsh Government (WG) & Local Authority (LA)

The School has a legal duty to share certain information about pupils with the Welsh Assembly Government as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed www.wales.gov.uk/statistics

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition WG and the LA receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

Organisations who may share personal information

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when necessary including the Auditor General for Wales and the Local Health Board (School Nurse). For example if the sharing of information would protect a child's safety or, if the sharing is strongly in a child's best interest. We will not give information about our pupils to anyone without your consent unless the law allow us to do so.

We may need to share your child's personal information within the Local Authority and other services (e.g. a training provider) as part of Welsh Government's Youth Engagement and Progression Framework, a process designed to support your child's learning, and help them progress into further education, employment or training. We will only share the minimum amount of information necessary with whom we are legally obliged.

Examples of information we may need to share include:

Name,
Date of birth,
Examination results,
Barriers to learning

Pupils Aged 14 or Over

The information you supply will be used by the Chief Executive of Skills Funding, to issue your child with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

Your Rights & Accessing Personal information held about your child

Pupils have certain rights under the General Data Protection Regulation 2016, including the **right of access**- to be given access to personal data held about them. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish or, to give consent for a parent or guardian to act on their behalf. A parent or guardian would normally be expected to make a request on a child's behalf if the child is younger than 12 years of age.

The right to rectification - You have the right to ask to have your information corrected.

The right to restrict processing may apply - You may request that we stop processing your personal data in relation to any council service. This may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.

The right to object - This is not an absolute right and will depend on the legal basis for processing your personal data.

If you wish to access your personal data, or that of your child, then please contact the school in writing.

How long do we keep hold of your information?

We will only hold the information provided to us for as long as is required by law and to provide you with the necessary services. Data will be held in accordance with our retention schedules and will be securely disposed of once it is no longer required. For example, financial information such as Invoices are destroyed after 7 years. For further information on retention schedules, please contact the school.

Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

I understand that medical treatment may be administered to my son / daughter in the event of an emergency and I will ensure that all relevant medical information has been given to the School

Seeking further information

For further information about the personal information collected and how it is used or, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- the school on 01437 809200
- your Local Authority Data Protection Officer on 01437 775503. E-mail: DataProtection@pembrokeshire.gov.uk
- **the Welsh Government's data protection officer at, The Welsh Government, Cathays Park, Cardiff, CF10 3NQ;**
- The Information Commissioner's office help line can be contacted on 03031231113;
Customer Contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.
Information is also available from www.ico.gov.uk

Consent

I agree that photographs/videos taken by the school may be used for educational, social media or publicity purposes

I give consent **I do not give consent**

I agree that my child can participate in Workshops which may involve school visitor and guest speakers.

I give consent **I do not give consent**

I agree that my child can receive sex education lessons.

I give consent **I do not give consent**

Parent/guardian signature: _____

PRINT NAME IN BLOCK CAPITALS _____

Date: _____



YSGOL PENRHYN DEWI

Hwb additional services consent form

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure login to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each learner via the platform. In order to provide your child with a secure login, the school will be sending basic information to the Welsh Government. The login will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

Additional services

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.

Your agreement

If you agree:

- we will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about your child with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about your child with Welsh Government to set up a secure login for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the Head teacher within Ysgol Penrhyn Dewi.

Signature

Please sign and date this form if you agree to the above.

Signed
Name
Date
Learner name(s)	