



DATA COLLECTION

In order to improve the way in which we communicate with parents and carers, we have produced a single form enabling us to gather the data necessary to communicate with you effectively for the duration of your child's education at Willow Banks Forest School.

Please ensure the contact details and other information regarding your child is kept up to date. If you change your details at any time, please let the school know as soon as possible.

Data Protection - Willow Banks Forest School is the data controller of the personal information you provide to us and holds the legal right to collect and use personal data relating to students and their families. We may also receive information regarding them from their previous school, Local Authority and/or the DfE.

We are required to inform pupils and their families about how their personal data may be collected and used and the **privacy notice** can be found in full on the school website (www.willowbanksforestschool.com) under Data Protection or via a paper copy available on request.

Keeping in touch

There are lots of things we tell you about throughout the course of the year, most of which would be better served through email and text rather than you waiting for a letter or needing to be available to answer a telephone call.

The school will communicate with you via text message or email. The number from which text messages will be sent is **07399998388**, which you may wish to save to your phone for future reference. You can text this number to advise us if your son/daughter is going to be absent from school. However, if you would like to speak to someone about your son/daughter, you will need to ring the classroom number which is **01963 201284**. Emails will be sent from willowbanksfs@gmail.com and you may wish to add this to your contacts or safe senders list.

The school will use the email address and mobile number held in our database for the first point of contact. If you are not certain that we have your correct details or you need to update them, please contact the school on 01963 210284 or by email willowbanksfs@gmail.com. Alternatively, you can request a new data collection form to update your details via post or email.

Payments

Once your child has been admitted to forest school, the staff will generate a personal invoice, we will provide you with the details of the bank account that is able to accept payments online for school sessions and other miscellaneous items. Alternatively, if you do not wish to complete an online transaction, you can pay by cheque or cash by visiting the school in person.

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

Bank Account Details

Sherborne Equestrian Ltd

Sort code: 30-65-21

Acc number: 40001668

School Policies Please be aware that School policies can be found in full on our website (willowbanksforestschool.com) under School Policies. These are adopted by the charity directors and **must** be adhered to.

Examples of these include:

**SEND Policy *Confidentiality Policy *Medicines Policy - Administering *Anti-Bullying Policy *First Aid Policy *Mental Health and Wellbeing Policy *Attendance Policy *Freedom of Information Policy *Lost Student Policy *Behaviour Policy *Mobile Phones and Electronic Devices Policy * Food and Drink Policy *Home School Agreement Policy *Fire Safety Policy *Self Harm Policy *Child Protection and Safeguarding Policy *Complaints Policy * Equalities Policy (including disability access) *Medical Conditions Policy *Transport Policy*
Paper copies are available from the forest school school on request.

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE



Data Collection Form

Surname: Legal Surname:

Forename: Middle Name:

Date of Birth: Student Mobile No.:

(IF YOU DO NOT WISH TO DISCLOSE THE STUDENT MOBILE NO. PLEASE LEAVE BLANK)

Young Carer: Yes +No+ (THIS IS A VOLUNTARY DATA ITEM WHICH IS COLLECTED TO ENABLE US TO OFFER SUPPORT TO YOUNG CARERS, FOR EXAMPLE TIME TO DO HOMEWORK, PLAY GAMES OR TALK TO OTHER YOUNG CARERS. IF YOU DO NOT WISH TO DISCLOSE THIS INFORMATION PLEASE LEAVE BLANK)

A YOUNG CARER IS A PERSON UNDER 18 WHO PROVIDES OR INTENDS TO PROVIDE CARE FOR ANOTHER PERSON OF ANY AGE, EXCEPT WHERE THAT CARE IS PROVIDED FOR PAYMENT OR AS PART OF A CONTRACT OR VOLUNTARY WORK. (MOST YOUNG CARERS LOOK AFTER ONE OF THEIR PARENTS OR CARE FOR A BROTHER OR SISTER.)

Address:

Post Code: **Parent/Carer Email:**

Home Telephone:..... **Parent/Carer Mobile Telephone:**

(The email address and mobile telephone number above will be used to communicate with you via email/text message using the forest school email and mobile number)

Please give details below of all persons who have parental responsibility - the parent/carer completing this form **must** inform the school of any individuals with parental responsibility.

(Parental responsibility can only be removed by Court Order - for more information about parental responsibility please visit www.gov.uk/parental-rights-responsibilities.)

Priority	Name	Relationship	Home Address	Contact Nos. <small>(please put an asterisk next to the main contact number for each person)</small>
				Home:
				Work:
				Work:
				Home:
				Work:
				Mobile:

Before disclosing details below of anyone else you wish to be contacted in an emergency, you **must** ensure you have obtained consent from the individual(s) concerned.

				Home:
				Work:
				Work:
				Home:
				Work:

				Mobile:
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Please tick the appropriate box (you have the right to choose not to disclose the **Country of Birth, Nationality or Service Children in Education data items**):

Service Child in Education: Yes † No †

I do not wish a Service Child in Education category to be recorded †

Country of Birth:

I do not wish a Country of Birth category to be recorded †

Nationality: Dual Nationality:

I do not wish a Nationality category to be recorded †

ETHNICITY:

Please tick the appropriate box (you have the right to choose not to disclose the **Ethnicity and First Language data items**):

Black - African		Bangladeshi		Any other mixed background		White - British	
Black - Caribbean		Indian		Chinese		White - Irish	
White and Black African		Pakistani		Gypsy / Roma		Traveller of Irish Heritage	
White and Black Caribbean		White and Asian		Any other ethnic group		Any other White background	
Any other Black background		Any other Asian background		I do not wish an ethnic background category to be recorded			

Ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. The Information Commissioner recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

FIRST LANGUAGE: I do

not wish a first language category to be recorded †

First language (Native Language/Mother Tongue) is the language to which a student was first exposed in their early childhood and which they continue to be exposed to at home or in the community. It is not a question of how well they speak English. A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or community.

Please continue overleaf:

MEDICAL INFORMATION

Medical Practice: Tel No:

.....

Medical Conditions/Known Allergies:

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(continue on a separate piece of paper if necessary)

I give consent for my child to be given the medications/first aid treatments selected below when necessary for the relief of minor ailments (please indicate as appropriate):

Paracetamol (tablets/effervescent tablets and liquid)		Antiseptic cream (for minor cuts/grazes)	
Ibuprofen (tablets and liquid)		Burn soothe gel and pads (for minor burns/scalds)	
Ibuprofen gel 5% (for mild muscular pain)		Anti-histamine tablets (for allergic reactions including hayfever/ stings/bites)	

Signed: **(Parent/Carer) Date:** ***If you do not give permission please do not sign**

FOOD ALLERGIES

Please indicate below whether your child is allergic to any of the following food groups:

Peanuts		Cereals containing gluten		Fish		Eggs		Celery	
Tree Nuts		Lupin		Crustaceans		Milk		Mustard	
Sesame seeds		Sulphur Dioxide (sulphites)		Molluscs		Soya		Other	

I confirm that my son/daughter has an allergy related to the food groups above and that this has been diagnosed by a medical practitioner.

Signed: **(Parent/Carer) Date:**

Note - An allergy is a reaction produced by the body's immune system when exposed to a normally harmless substance and is not the same as a sensitivity or intolerance. (For more information please visit food.gov.uk/allergy or food nhs.uk/conditions/allergies.)

PUBLICITY (photographs and videos)

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity and could result in publication in the school advertising/promotional material, on the school website/via the school social media accounts or in newspaper articles. The forest school operates a policy where staff are **NOT** permitted to use their personal equipment to take or record images of students. Any images will be taken on the forest school camera and uploaded to the forest school laptop at the earliest opportunity and then deleted from the camera. You can **withdraw your consent at any time** by writing/emailing the forest school, although this will not affect the processing of any images for which you have given consent previously.

Please sign below if you **DO give permission for your child's image to be used by the school for these purposes.*

Signed: **(Parent/Carer) Date:** ***If you do not give permission please do not sign**

Note - Parents/carers and relatives of students should note that any photographs or video film they take at forest school events are likely to contain images of other children who will not have given permission to be filmed or photographed. Such images should not be circulated more widely than the family, i.e. they should be for the family's

use only. Any photograph or video film taken by parents/carers or relatives must be solely for the individual family's use and must not be distributed more widely or posted on social media accounts.

MARKETING

From time to time the school may wish to contact you via email (using the address you have provided overleaf) regarding fundraising activities or for marketing purposes. Your information will not be shared with third parties and you can **withdraw your consent at any time** by writing to the forest school, which will be actioned as soon as possible. Fundraising activities may consist of, but are not limited to, events organised by the forest school or the Equestrian Centre Directors to raise money for donation to charities or for items of equipment/services directly for the benefit of students attending Willow Banks forest school. Marketing information may consist of, but is not limited to, invitations to forest school open days, fairs, activities centered around the forest school such as workshops, holiday clubs, birthday parties etc.

Please sign below if you **DO give your consent to be contacted by email regarding fundraising activities or for marketing purposes.*

Signed: **(Parent/Carer) Date:**

..... ***If you do not give permission please do not sign**

TRIPS AND VISITS

*I give permission for my child to take part in woodland visits such as walking to local woodlands, where such a visit forms part of a planned lesson or activity. I understand that I can **withdraw my consent at any time** by writing to the school. (Written permission will be obtained for any visit requiring transportation. This will be in the case of large day trips which may extend beyond the school day, parents and students will be given adequate notice of these trips in order to prepare for the change in timetable and ensure a safe return home.)*

Signed: **(Parent/Carer) Date:**

..... ***If you do not give permission please do not sign**

IMPORTANT: Please complete and return this form in the envelope provided, no later than your son/daughters official start date. Please note, this form is required to enable your son/daughter to attend the forest school.