

Parent/Carer Information and Consent Booklet



PUPIL NAME: **D.O.B:**

Elemore site: Pittington, Durham, DH6 1QD - 0191 372 0275

Windlestone site: Chilton, Ferryhill, Co. Durham, DL17 0HP - 01388 720337

PACC site: Aykley Heads, Durham, DH1 5TS - 0191 375 7319

Dear Parent/Carer,

We have created this booklet of consent forms and kindly ask that you complete them to ensure the safety and well-being of your child.

These consent forms will remain in place throughout your child's time at Elemore Hall School. Should you wish to withdraw or amend any consent, you may do so at any time by contacting the school directly.

If you have any questions or require further information, please do not hesitate to contact the school site your child attends.

Yours sincerely,

Michael Hunter
Headteacher

Privacy Notice for Pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide you with a **privacy notice** whenever we process your personal data.

This notice explains how we collect, store, and use personal data about you.

We, Elemore Hall School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

We hold some personal information about you to help you learn and to look after your wellbeing at school.

We may also receive information about you from other sources, such as:

- Other schools
- The local council
- Government departments

This information may include:

- Your contact details
- Assessment results
- Attendance records
- Characteristics (e.g., ethnic background, special educational needs)
- Your Education, Health & Care Plan (EHCP)
- Educational records
- Medical conditions
- Behavioural incidents or exclusions
- Photographs
- CCTV images

We use your personal data to:

- Communicate with you and your parents/carers
- Monitor academic progress and provide appropriate support
- Provide meaningful experiences that support your personal, social, and academic development
- Evaluate school performance
- Ensure your wellbeing and safety
- Identify areas where the school can improve

Our Legal Basis for Using Your Data

We collect and use your personal information under the following legal bases:

- To comply with the law
- To perform a task in the public interest (to provide education)

We may also use your personal information:

- With your, or your parents'/carers', consent
- To protect your vital interests (or someone else's)

Where we rely on consent, you or your parents/carers can withdraw it at any time. We will explain how to do this when asking for consent.

Collecting This Information

We collect data from:

- You
- Your parents/carers
- Educational records and staff
- Health and social care professionals
- Local and national government departments

Sometimes, providing personal data is optional. In such cases, we'll let you know and explain what might happen if it's not provided.

How We Store Your Data

We keep your personal information for as long as necessary, based on legal requirements and guidance.

Our Records Management Policy outlines how long different types of information are kept. This policy is available on our website or can be requested from Michael Hunter.

Data Sharing

We do not share your personal data with anyone outside the school without consent—unless the law and our policies allow it.

We may share data with:

- **The Department for Education (DfE)** – for mandatory data collections
- **Your family and representatives** – in their legal role as guardians
- **Exam boards and educational bodies** – for record-keeping and exams
- **Ofsted** – for inspection purposes
- **Service providers and contractors** – to deliver contracted services
- **Local and central government** – for funding, audits, and support
- **Our auditors** – to ensure lawful operations
- **Health authorities and social care** – as required by EHCPs
- **Security organisations and police** – where legally necessary
- **Professional advisers, consultants, and charities** – to support EHCP needs
- **Courts and tribunals** – to comply with legal obligations

The National Pupil Database

We are required to provide information to the DfE for use in the **National Pupil Database (NPD)**. The NPD helps with school performance analysis and supports educational research.

Data from the NPD may be shared with organisations promoting children's education or wellbeing under strict terms.

More information is available on the DfE's website:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Youth Support Services

If you're aged 13 or over, we are legally required to pass certain information to the **Improving Progression Team (CYPS)** at **Durham County Council**, which is responsible for youth support services, post-16 education, and careers advice.

From age 16, you can ask us (or your parents/carers can ask on your behalf) to limit the information we share to only your name, address, and date of birth.

Transferring Data Internationally

If we transfer your data outside the **European Economic Area (EEA)**, we ensure your data is protected in line with data protection law.

Your Rights

Accessing Your Information

You have the right to request access to the personal information we hold about you through a **subject access request** (provided we judge that you understand your rights).

If we hold data about you, we will:

- Describe the data we hold
- Explain why and how we use it, and for how long
- Tell you where we got it from
- Say who it has been or will be shared with
- Let you know if decisions are made using automated systems
- Provide a copy of the information
- In some cases, transfer it to another organisation electronically

To make a request, contact the Head Teacher.

Other Rights

You also have the right to:

- Object to data use if it may cause harm or distress

- Stop your data being used for marketing
- Prevent automated decision-making using your data
- Have incorrect data corrected
- Request data deletion or restrict how we use it
- Claim compensation if your data is misused and it causes you harm

Complaints

If you have concerns about how we collect or use your personal data, please contact our **Data Protection Officer**.

You can also contact the **Information Commissioner's Office (ICO)**:

- Online: <https://ico.org.uk/concerns/>
- Phone: 0303 123 1113
- Post: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

For any questions, concerns, or requests related to this privacy notice, please contact:

Michael Hunter
Head Teacher
Elemore Hall School

Note: This privacy notice is based on the Department for Education's model notice for pupils, adapted to reflect how Elemore Hall School uses data.

Privacy Notice for Parents/Carers

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' (also known as 'fair processing notices') to individuals when we process their personal data.

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

Who We Are

Elemore Hall is a multi-site Durham County Council Special School for secondary aged pupils who have Social, Emotional and Mental Health Difficulties (SEMH). Our local authority is Durham County Council. We are the 'data controller' for the purposes of data protection law.

The Personal Data We Hold

We hold personal data about pupils and their parents/carers to support teaching and learning, provide pastoral care, facilitate safeguarding, support pupils in wider life, and assess school performance. We may also receive data about pupils from other organisations such as schools, local authorities, healthcare providers, and the Department for Education.

We may collect, use, store, and (where appropriate) share the following categories of personal data:

- Contact details and communication preferences
- Date of birth, identification documents, and pupil numbers
- Assessment data and examination results
- Academic progress and development records
- Behaviour and exclusion records
- Attendance records
- Safeguarding information
- Medical information (physical and mental health)
- Social care records (where relevant)
- EHCPs and related documents
- Support plans and care arrangements
- Records of communication with families and agencies
- Photographs
- CCTV footage

We may also receive and hold data from third parties, including other schools, local authorities, and government departments.

Why We Use This Data

We use personal data to:

- Support pupil learning

- Monitor and report on progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Evaluate the quality of our services
- Manage admissions and waiting lists
- Conduct research
- Comply with legal requirements regarding data sharing

Our Legal Basis for Using This Data

In most cases, we process personal data under:

- A legal obligation
- A public task carried out in the public interest

In some cases, we may rely on:

- Consent (which may be withdrawn at any time)
- Vital interests (to protect someone's life)

Where more than one lawful basis applies, all relevant justifications are documented.

Collecting This Information

Much of the information we collect is mandatory. Where we ask for optional data, we will make this clear and explain the consequences of not providing it.

We collect data from pupils, parents, carers, school staff, healthcare professionals (e.g. GPs, hospitals), social workers, public bodies (e.g. the Department for Education, Durham County Council), and associated organisations such as the Fisher Family Trust.

How We Store This Data

We retain personal data only for as long as necessary to fulfil legal and educational obligations, in accordance with our Records Management Policy. Security of data is of utmost importance, and we implement robust physical and technical safeguards to protect it.

Our Records Management Policy is available on the school website:

www.elemorehallschool.com

For further information, refer to the Information and Records Management Society's toolkit for schools.

Data Sharing

We do not share personal information with third parties unless permitted or required by law. Where necessary and lawful, we may share information with:

- Durham County Council – e.g. safeguarding, exclusions

- Department for Education / Education Funding Agency – e.g. census, performance data
- Parents/carers – in their role as legal guardians
- Examination boards – for qualification entries
- Ofsted / Ofsted (NMS) – for inspections
- Contracted suppliers – e.g. IT services, educational tools
- Central and local government – for auditing, support, and funding
- Auditors – for regulatory compliance
- Health authorities – for provision of health support under EHCP
- Social welfare organisations – as part of multi-agency support
- Security services – where required by law
- Police, courts, tribunals – for legal compliance
- Professional advisers and consultants – to support pupil needs
- Charities and voluntary organisations – to assist with EHCP delivery
- Professional bodies – where necessary for service provision

National Pupil Database (NPD)

We are required to submit certain data to the Department for Education (DfE), including via the school census. This data contributes to the NPD, which is used to support educational research and policy-making. Data shared with third parties is subject to strict conditions of use.

Further details are available on the DfE website. You can contact the DfE directly with any concerns.

Youth Support Services

From age 13, we are legally required to share certain information about pupils with Durham County Council's Improving Progression Team. This supports their legal duties around education, training, and careers for 13–19-year-olds.

Parents, or pupils aged 16 and over, can request that only name, address, and date of birth be shared with this team.

International Data Transfers

If we ever transfer personal data outside the European Economic Area (EEA), we will ensure appropriate safeguards are in place as required by data protection law.

Parents and Pupils' Rights

You have the right to:

- Request access to your or your child's personal data (subject access request)
- Request correction or deletion of data
- Object to processing where it causes distress or harm
- Restrict processing in certain circumstances
- Prevent direct marketing
- Challenge automated decisions

- Request transfer of data
- Claim compensation for data breaches

To exercise these rights, please contact the Headteacher.

Subject Access and Educational Records

Parents/carers can request access to their child's data if the child is under 16 or has given permission. Requests should be directed to the school's Data Protection Officer.

Educational records can be accessed by contacting the Headteacher, Michael Hunter. We will respond within 15 days.

If any information is withheld, we will explain what we hold and why it cannot be disclosed.

Complaints

We take privacy concerns seriously. Please raise any issues with us directly in the first instance. To make a complaint, contact the Headteacher.

If you are not satisfied, you can contact the Information Commissioner's Office (ICO):

- Online: <https://ico.org.uk/concerns/>
- Phone: 0303 123 1113
- Post: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions about this notice or how we handle personal data, please contact:

Michael Hunter

Headteacher, Elemore Hall School

Medication in School

We are writing to outline our procedures for administering medication in school and to inform you of recent updates to our methods of handling and receiving medication.

Statutory Compliance

The school follows statutory and non-statutory guidance for the storage and administration of medication. Special care is taken with Controlled Drugs, including those prescribed for ADHD.

Delivering Medication to School

There are three approved methods for delivering medication to school:

1. **Parent/Carer Delivery**

Medication can be delivered in person and will be checked on arrival to ensure correct packaging and labelling.

2. **Nominated Responsible Adult**

A parent/carer may nominate a responsible adult. The school must be informed by phone of who will deliver the medication and its details. The medication will be checked and confirmed upon arrival.

3. **Taxi Driver/Escort (Locked Box System)**

The school can provide a lockable box. Medication and a completed form are placed inside and delivered via driver/escort. The school must be informed before arrival and will confirm receipt.

The school will provide you with a lockable metal box and a key (we hold the second key).

Important: Pupils must not bring medication into school themselves under any circumstances.

Packaging Requirements

Medication will only be accepted if it is in its original packaging, clearly displaying:

- Pupil's name
- Name of the medication
- Dosage
- Administration schedule
- Date of issue
- Expiry date

If the medication is in blister packs, the entire strip must be provided to ensure the batch number and expiry date are visible. We will not accept any medication that does not meet these packaging and labelling requirements.

Excess or Unused Medication

If any medication held in school is no longer needed, you will be asked to collect it and sign our records upon collection.

If collection is not possible, or the medication is no longer required, we will arrange for safe disposal at a local pharmacy. The pharmacy will stamp our records to confirm proper disposal.

Ensuring Medication is Available

It is the parent's/carer's responsibility to ensure the school has an adequate supply of any prescribed medication.

If we are aware that a pupil should be receiving medication but we do not have it in stock, the pupil may be sent home until supplies are replenished. This is considered a safeguarding issue, as prescribed medication is essential to a child's health and wellbeing.

Changes to Medication

If your child's medication changes, please notify the school immediately and complete a revised *Parental Agreement to Administer Medication* form.

Contact and Forms

Please contact the school with any questions or queries regarding medication.

Thank you for your continued support.

Note: We cannot administer any medication without a signed parental agreement. If you wish to use the locked box system, please inform the school accordingly.

Parental Agreement for The School to Administer Medication

The school will not administer medication to your child unless this form is fully completed and signed by a parent or carer.

Before completing this form, please ensure you have read and understood the relevant guidance, including the school's Supporting Pupils with Medical Conditions policy and the Medication in School procedures. These documents are available on the school website, or printed copies can be provided upon request.

Please complete a separate form for each medication.

Name of pupil

Date of birth

Medical condition or illness
being treated

Name/type of medication
(as described on original
packaging)

Dose to be given

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At what time

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Special precautions or
instructions

Are there any side effects that
the school need to know
about?

Self-administration – yes/no

Procedure to be taken in an
emergency

Contact details

Name and relationship to child

Contact telephone number

Emergency contact - name

Emergency contact - number

I understand that medication must be delivered to the school in the original packaging.

I will follow the school guidelines for the transport of medication into school.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with school policy.

I will inform the school immediately if there is any change in the dosage or frequency of the medication or if the medication is stopped.

Parent/Carer signature:

Date:

Homely Remedies, First Aid and Emergency Treatment

Homely Remedies

Pupils may feel unwell during the school day with mild symptoms that can be managed using non-prescription ('homely') remedies. The school can only administer these with signed parental consent. Parents/carers will always be notified when medication is given. If you are happy for your child to receive any of these remedies while at school, please indicate your consent by ticking the relevant boxes, signing the form, and returning it to school.

Please note: we cannot administer any of these medications without your signed consent. You will always be notified if and when your child is given any of these remedies during the school day.

Paracetamol

If your child has a headache, toothache, period pain, or similar, the school may provide paracetamol.

We will always attempt to contact you before administering it. If we are unable to reach you, we will wait at least 4 hours to ensure your child has not already received a product containing paracetamol.

I give permission for the school to administer paracetamol to my child under these conditions.

tick ☐

Antihistamine

A non-drowsy antihistamine may be given to relieve acute hay fever symptoms or in response to insect stings (e.g., bee or wasp).

I give permission for the school to administer a non-drowsy antihistamine to my child when necessary.

tick ☐

Simple Linctus

Simple linctus may be provided at night to help relieve coughs and aid sleep.

I give permission for the school to administer simple linctus to my child at night, if they are a resident pupil.

tick ☐

Sun Protection Cream

Sun protection cream may be applied to prevent sunburn during outdoor activities on sunny days.

I give permission for the school to apply sun protection cream to my child when needed.

tick ☐

Emergency treatment

Very rarely a pupil might have a medical emergency or accident in school that requires intervention by medical professionals.

The Elemore and Windlestone sites hold Auto-injector adrenaline pens to use in cases of extreme allergic reaction, Salbutamol inhalers for use when a pupil is having a significant breathing difficulty and a defibrillator. It is our sincere hope that we never have to use any of these items, if a situation does arise then we will get permission from the Ambulance Service before using. The PACC site is within a 2-minute walk from an A & E department.

In the event that your child sustains an injury or becomes ill and we believe hospital treatment is necessary, the school will take one of the following actions:

In an emergency, we will call an ambulance.

In non-emergency situations, we may transport your child to the nearest hospital, usually University Hospital Durham.

Parents/Carers will be expected to attend the hospital as soon as possible.

To support this, please ensure you provide two up-to-date emergency contact numbers below:

Emergency Contact 1. Name Number

Emergency Contact 2. Name Number

Consent

I give permission for my child:..... (full name)
to receive the non-prescription medications as indicated above.

I acknowledge and accept the school's procedures regarding emergency medical treatment.

I confirm that my child does not have any known allergies to the listed non-prescription medications and that no adverse interactions are expected with any other medications they may be taking.

Parent/Carer signature:

Defibrillators

Cardiac arrest is when the heart stops beating suddenly and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use and safe. Schools have access to a defibrillator as part of their first aid equipment and the local NHS ambulance service are aware of its location.

If you consent to the use of a defibrillator being used on your child (Under 999 medical professional advice) then please sign below

Parent/Carer signature:

Anaphylaxis

In the UK, 17% of fatal allergic reactions in school-aged children happen while at school. We are therefore now allowed to keep in school a medicine called adrenaline. It comes as a device called an auto-injector (AAI)

- **For Children with an adrenaline auto-injector prescribed**

This school medicine can be given in an emergency to children who already have an adrenaline auto-injector for severe allergic reactions, but their own device is not available or not working (e.g. because it is broken, or out of date). The emergency is either when the child is showing signs of anaphylaxis or they are at risk of anaphylaxis.

We need to have written parental consent (agreement) for use of the school adrenaline auto-injector. This can be given by signing below

Parent/Carer signature:

- **For Children who do not have adrenaline prescribed**

Very occasionally a child who has not had a severe allergic reaction before can develop one in school. Emergency services (999) will be contacted, and they will be told that the school keeps an adrenaline auto-injector for use in an emergency. They will advise us as to whether we can give it to your child.

If you agree/consent to the use of an adrenaline auto-injector being given (only under emergency 999 medical professional advice) then please sign below.

Parent/Carer signature:

Emergency Salbutamol Inhaler

A salbutamol inhaler is a medicine used to help breathing. It is also known as a reliever inhaler. Terbutaline is the name of another medicine given as a reliever inhaler.

Schools are allowed to keep salbutamol inhalers for emergency use in children who are having difficulty breathing. It could save their life.

- **For Children who have salbutamol or terbutaline inhaler prescribed**

The school salbutamol inhaler is for children who do not have their own inhaler available and who:

1. Have been diagnosed with asthma, and given/prescribed a reliever inhaler (salbutamol or terbutaline)
2. Or who have been given/prescribed a reliever inhaler for another illness-condition

Salbutamol can be used instead of terbutaline in an emergency as they work in the same way to help breathing.

- **For children who do not have a salbutamol or terbutaline inhaler prescribed**

The school salbutamol inhaler can also be given to children who are showing signs of a first asthma attack. Emergency service (999) will be contacted and they will be told that the school keeps a salbutamol inhaler for use in emergency. They will advise us as to whether we can give it to your child.

If you agree/consent to the use of a salbutamol inhaler being used, then please sign below

Parent/Carer signature:

Please return this form to school as soon as possible.

Partnership Agreement

School will support pupils and parents/carers by: -

- Providing a friendly, safe and caring environment
- Offering a variety of learning opportunities and positive experiences to develop each individual pupil personally, socially and academically
- Maintaining structure, consistency and fairness
- Encouraging parental involvement and regular communication
- Delivering a high-quality curriculum leading to accreditation
- Providing careers advice and transition support
- Encouraging participation in social and evening activities
- Communicating respectfully at all times

Parents/carers will support their child and the school by: -

- Ensuring regular school attendance
- Ensuring correct uniform and PE kit
- Encouraging effort, behaviour, and completion of work
- Maintaining open and honest communication with school
- Attending meetings and school events where possible
- Engaging with other agencies where appropriate
- Communicating respectfully with staff

Pupils will: -

- Try to enjoy school and make the most of their time at Elemore
- Follow school expectations and routines
- Treat others with respect and fairness
- Take responsibility for their actions
- Keep themselves safe and remain in class
- Not be aggressive or abusive towards others
- Respect school environment and resources
- Work positively and aim for success
- Take part in school activities
- Prepare for post-16 transition
- Wear correct uniform
- Work towards becoming responsible citizens
- Have a positive attitude to opportunities

Parent/Carer signature:

Pupil signature:

School Census Request

We request additional information required by the Department for Education (DfE) to complete the School Census. This is a legal obligation for all schools.

Please provide your child's country of birth and nationality, as recorded on their birth certificate, passport, or EU ID card.

Additionally, we would like to offer you the opportunity to record the languages your child uses at home or in other settings.

We appreciate your support in helping us meet this statutory requirement.

Pupil name:	Year:
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Pupil's Country of Birth	Name of country	Refuse	Not known
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Pupil's Nationality or Dual Nationalities	Nationality / Nationalities	Refuse	Not known
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Languages(s) used within family from birth			
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Where your child was exposed to more than one language (which may include English) from birth up to starting school, please tell us what that language was, no matter how good your child's English is now.

PEN Picture

PLEASE COMPLETE ALL SECTIONS

Full name:		Date of Birth:	Admission date:	Previous school/AP:
Gender: Male				
Religion: <i>Please tick ✓</i> Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ No Religion ☐ Other (please specify) ☐				
Ethnicity:		Home language:		
Parent/Carer name:		Pupil's home address:		
Parent/Carer address:		(if different)		
Telephone:		Telephone:		
email:		email:		
Eligible for Free Meals: <i>Please tick ✓</i> Yes ☐ No ☐ Don't Know ☐				
Other significant non-professional adults who have access rights:				
Contact restrictions:				
Emergency Contact Numbers: PLEASE PROVIDE <u>AT LEAST 1</u> ALTERNATIVE EMERGENCY CONTACT 1. 3. 2. 4.				
Physical Appearance				
Hair:		Eyes:	Complexion:	
Build:		Height:		
Other Distinguishing Features:				
Current attendance basis : <i>Please tick ✓</i> Extended day ☐ Residential ☐				
Children in Public Care				
<i>please tick ✓</i> ☐ Care Order Section 23 ☐ Accommodated Section 20 ☐ Children in Need Section 18	☐ With parents ☐ Respite ☐ Foster ☐ Residential			
Social worker:	Area Office:		Telephone:	
If in residential accommodation:				

Key Worker:

Telephone:

Medical requirement details

Allergy information *(if not applicable write N/A):*

Dietary requirements *(if not applicable write N/A):*

Other Professionals Involved:

Name	Agency	Contact number

EV4 – Educational Visit Consent

School: Elemore Hall School

Name of pupil

Date of birth

General Consent

I agree to my son/daughter participating in educational visits and other off-site activities including;

- All school organised off-site activities before, during and after the school day
- All visits (including residential visits) which take place during the holidays or a weekend
- Adventure activities at any time
- Off-site sporting fixtures outside the school day

In exceptional circumstances, further consent may be requested but the school will send parents information about each trip or off-site activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular visit or activity.

This consent will apply for the duration of my son/daughter's enrolment at the above school or until withdrawn in writing.

Medical information about your child

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

I will inform the school/group leader of any changes in medication that is relevant to educational visits and off-site activities.

Please list any medical conditions or prescribed medication you want the school and group leader to be aware of. Include details of all medication your child will need to take on visits / off-site activities:

Medical needs:

I hereby undertake to indemnify the school, Durham County Council and the staff accompanying the group against any costs and expenses reasonably incurred by them on

behalf of my child during the visit (for example, the cost of replacement food or clothing not supplied for a trip/visit). This indemnity will not extend to any claims, damages, costs or expenses against the risk of which Durham County Council or member of staff are entitled to be indemnified under any policy of insurance.

Signature of parent/guardian

Name	
Relationship to child	
Signature	
Emergency contact - number	

Audio/Visual Monitoring Consent

The Elemore, Windlestone and PACC sites are protected by audio and visual security systems.

CCTV cameras are installed in corridors and outdoor areas.

Cameras are also installed on the corridors on the residential units on the Windlestone site to:

- allow girls and boys to share the same living unit without the need for night-walking staff

Protect children in that:

- any allegations of mistreatment or abuse can be substantiated or refuted
- any intruders could be identified
- the time and clothing of a student going missing could be accurately identified

CCTV footage can be viewed later if necessary by the Head Teacher (or their delegate), Local Authority Designated Officer or the police in relation to any safeguarding or behavioural issues.

Declaration

I understand the purpose of CCTV cameras at Elemore Hall School and support their use.

I also understand that some areas of the school building are covered by CCTV cameras.

Parent/Carer signature:

Date:

Photography Consent

Elemore Hall School recognises its responsibility to ensure the welfare and safety of children and young people and to comply with the General Data Protection Regulations 2018. You may wish to refer to our privacy notice on our website, which explains how we use your data, and your rights and responsibilities.

We use photographs and videos for a number of reasons including celebrating and recording successes. These images or videos may be used on display boards, screens, social media and our website. Your child's identity will not be disclosed without your consent and only if the photograph is used to celebrate individual success.

Photographs and videos will only be recorded on school owned equipment and will not be kept for longer than is to be considered necessary, and in any event not exceeding 3 years from the date after your child has left school.

We will seek consent upon admission to school. Please be aware that you can also withdraw consent for images to be used for promotional purposes at any time. To do this, please contact ourselves on the school site which your child attends, or email us at elemore@durhamlearning.net

Consent	Please tick answer
Website <i>celebrate student achievements and share positive stories</i>	☐ YES ☐ NO
Social Media <i>celebrate success, share information about the curriculum, highlight school trips and activities</i>	☐ YES ☐ NO
General publicity <i>school newsletters, displays around school, LA materials and staff training materials</i>	☐ YES ☐ NO
Use by the press and other broadcast media	☐ YES ☐ NO

Elemore Hall School will take all steps to ensure images and videos are used solely for the purposes they are intended. If you become aware that these are being used or shared inappropriately, please contact the school.

Parent/Carer signature:

Date:

Government Funding

Our school receives funding from the Government to cover the cost of providing education. This can include all school running costs, such as employing teachers and support staff, books and equipment, computer, expenses on our school building and free school meals.

The school receives additional funding (known as pupil premium) for pupil's whose families receive certain benefits.

It is in **all** our interests that we bring in as much money as we can to support our school and ensure all of our children get the best possible education. To help your child and your school, we can do a very quick check for this additional funding via Durham County Council.

In order to do this, we require the following information:

Full name of parent/guardian:

Date of birth:

National Insurance Number:

Asylum Seeker Reference
Number:

For the whole of the time your child is in our school this is the only information we will need to check **unless your surname changes** (and therefore are asking all parents, no matter what your current circumstances are to complete the above). Please rest assured that the information you provide is confidential and will be treated with the strictest confidence and safe keeping.

If your child is entitled to receive the additional funding and a free school meal we will let you know.



Thank you for taking the time to review this booklet.

To ensure we can provide safe, effective and appropriate support for your child, it is essential that all consent forms are completed, signed and returned to school **as soon as possible**.

If you have any questions or require assistance completing the forms, please do not hesitate to contact the school.

Elemore site: Pittington, Durham, DH6 1QD - 0191 372 0275

Chilton site: Chilton, Ferryhill, Co. Durham, DL17 0HP - 01388 720337

PACC site: Aykley Heads, Durham, DH1 5TS - 0191 375 7319