

## Data Collection Sheet

We need to update our records and ensure that the contact details that we hold for your child are correct. Please complete and return the sheet below as soon as possible.

<b>Surname:</b>		<b>Legal Surname:</b>	
<b>Forename:</b>		<b>Middle name:</b>	
<b>Chosen name:</b>		<b>Gender:</b>	
<b>Date of Birth:</b>		<b>Year:</b>	
<b>Address:</b>			
<b>Post Code:</b>			
<b>Telephone:</b>			
<b>Email:</b>			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Please make the information as full as possible eg extension numbers if we call a switchboard first, for example. **Please write on the back of the sheet if you need more room.** Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
First Contact			
Second Contact			
Third Contact			

<b>Travel Arrangements</b>					
Bicycle	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Car/Van	<input type="checkbox"/>
				Car Share	<input type="checkbox"/>
				Other	<input type="checkbox"/>
Is your child allowed to go home alone? Yes No					

<b>Dietary Needs</b>					
<b>Meal Arrangement</b> Please tick <b>all</b> that apply below.					
<input type="checkbox"/>	Free School Meal	<input type="checkbox"/>	Paid School Meal	<input type="checkbox"/>	Sandwiches
				Home	<input type="checkbox"/>
				Other	<input type="checkbox"/>

<b>Medical Practice:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>NHS Number</b>	

<b>Medical Condition(s):</b>
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<b>Medical Note(s):</b>	
Does your child wear glasses?	Use a hearing aid?
Does your child see any medical services regularly eg speech therapy, paediatrician, health visitor etc? Please give details	

<b>Ethnicity :</b>			
<b>Home Language:</b>		<b>Religion:</b>	
<b>Data Protection Act 1998:</b> The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.			
<b>Signature:</b>			<b>Date:</b>

