**To Parents/Carers of incoming Year 7 students** April 2020

Dear Parent/Carer

I am sure you will appreciate the importance of the school holding accurate basic information concerning your son/daughter including a means of contacting you in an emergency. Once entered into the database, this information can be easily checked and updated and as this information is subject to Data Protection (GDPR) we will ask you to regularly check and amend it if necessary.

In the first instance, I am asking you to:

• Check/amend/complete the form overleaf. Please ensure this is signed as indicated at the bottom of the form. **PLEASE ALSO ENSURE THAT YOU COMPLETE THE FORENAMES/SURNAMES OF EACH PARENT/CARER WITH PARENTAL RESPONSIBILITY.**

• Provide a Name, Daytime Address, Email address and Phone Numbers if appropriate.

• Provide the name, address and telephone number, if possible, of a responsible adult who may be contacted in your absence.

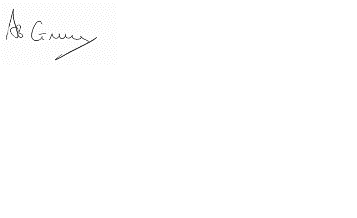
• **Consider the ‘Medical Conditions’ box carefully and, in particular, indicate if your son/daughter suffers from asthma.**

• The Department for Children, Schools & Families has asked that schools hold information on the ethnic heritage of their students. This information is used to track the achievement of students from different ethnic groups and to provide additional support funding to schools. I would, therefore, be grateful if you would check/complete the ethnic origin section of the form overleaf. Please use the categories shown below. Obviously you need not complete this section unless you wish to do so.

I need to reassure you that in an emergency your child would not be sent home without contacting you or the named responsible adult first.

**Please return this form via email to** [**transitions@copleston.suffolk.sch.uk**](mailto:transitions@copleston.suffolk.sch.uk) **by Friday 22 May 2020**. Thank you in anticipation of your co-operation in completing this form which I hope will help us considerably in the future.

Yours sincerely



Principal

|  |
| --- |
| Afghan |
| African Asian |
| AKAS – Kashmiri |
| Albanian |
| Arab |
| Asian + any other ethnic group |
| Asian + Black |
| Asian + Chinese |
| Bangladeshi |
| Black Angolan |
| Black Congolese |
| Black Ghanaian |
| Black Nigerian |
| Black Sierra Leonian |
| Black Somali |
| Black Sudanese |
| Black + any other ethnic group |
| Black + Chinese |
| Black Caribbean |
| Black European |
| Black North American |
| Bosnian-Herzegovinian |
| Chinese + any other ethnic group |
| Croatian |
| Egyptian |
| Filipino |
| Greek |
| Greek Cypriot |
| Gypsy |
| Hong Kong Chinese |
| Indian |
| Iranian |
| Iraqi |
| Italian |
| Japanese |
| Kashmiri Pakistani |
| Kashmiri Other |
| Korean |
| Kosovan |
| Kurdish |
| Latin/South/Central American |
| Lebanese |
| Libyan |
| Malay |
| Malaysian Chinese |
| Mirpuri Pakistani |
| Moroccan |
| Nepali |
| Other Asian |
| Other Black |
| Other Black African |
| Other Chinese |
| Other Ethnic Group |
| Other Mixed Background |
| Other Pakistani |
| Other White British |
| Polynesian |
| Portuguese |
| Roma |
| Serbian |
| Singaporean Chinese |
| Sri Lankan Sinhalese |
| Sri Lankan Tamil |
| Taiwanese |
| Thai |
| Traveller of Irish Heritage |
| Turkish |
| Turkish Cypriot |
| Vietnamese |
| White |
| White Cornish |
| White English |
| White Irish |
| White Scottish |
| White Welsh |
| White + Any other Asian Background |
| White + any other Ethnic Group |
| White + Black African |
| White + Black Caribbean |
| White + Chinese |
| White + Indian |
| White + Pakistani |
| White Eastern European |
| White European |
| White Western European |
| White Other |
| Yemeni |

**Data Collection Sheet**

**PLEASE ENSURE THAT ALL FORENAMES AND SURNAMES ARE COMPLETED FOR EACH CONTACT, ESPECIALLY PARENTS/CARERS.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname:** |  | | | **Legal Surname:** |  |
| **Forename:** |  | | | **Middle name:** |  |
| **Chosen name:** |  | | | **Gender:** |  |
| **Date of Birth:** |  | **Year:** |  | **Reg Group:** |  |
| **Address:** |  | | | | |
| **Post Code:** |  | | | | |
| **Telephone:** |  | | | | |
| **Email:** |  | | | | |

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Place them in the order that you wish for them to be contacted in an emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary contacts for Parentmail** | **Name/Relationship** | **Home Address/Phone/Mobile/Fax** | **Work Phone/Email** |
| 1 | **Forename:**  **Surname:**  **Relationship:** | **Address:**  **Tel:**  **Mobile:**  **Email:** | **Tel:**  **Email:** |
| 2 | **Forename:**  **Surname:**  **Relationship:** | **Address:**  **Tel:**  **Mobile:**  **Email:** | **Tel:**  **Email:** |
| Other contacts | | | |
| 3 | **Forename:**  **Surname:**  **Relationship:** | **Address:**  **Tel:**  **Mobile:**  **Email:** | **Tel:**  **Email:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Travel Arrangements** | | | | |  | | | | | | | | | | | | | | | |
|  |  | Bicycle |  | Train | | |  | Car/Van |  | Walk |  | | Taxi |  | School Bus | | |  | Car Share |  |
|  |  | Other | | | | |  | Public Bus Service | | |  | |  | | | | |  |  |  |
| **Dietary Needs** | | | | |  | | | | | | | | | | | | | | | |
| **Dietary Preferences** | | | | |  | | | | | | | | | | | | | | | |
| **Meal Arrangement** | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Medical Practice:** | | | | |  | | | | | | | | | | | | | | | |
| **Address:** | | | | |  | | | | | | | | | | | | | | | |
| **Telephone Number:** | | | | |  | | | | | | | | | | | | | | | |
| **Medical Condition/Notes(s)** | | | | | | | | | | | | | | | | | | | | |
| **Does either parent serve in the Armed Forces: YES / NO** | | | | | | | | | | | | | | | | | | | | |
| **If child is adopted, were they previously a looked after child YES/NO** | | | | | | | | | | | | | | | | | | | | |
| **Has child previously been a looked after child through a special guardianship order or a residence order YES/NO** | | | | | | | | | | | | | | | | | | | | |
| **Ethnicity :** | | | | | | **NATIONALITY(for Passport purposes):** | | | | | | | | | | | | | | |
| **Home Language:** | | | | | |  | | | | | | **Religion:** | | | | |  | | | |
| **Country of Birth:** | | | | | |  | | | | | |  | | | | |  | | | |
| **Date of entry into UK:** | | | | | |  | | | | | |  | | | | |  | | | |
| **Data Protection Act 1998:** 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. | | | | | | | | | | | | | | | | | | | | |
| **Signature (Parent/Carer and Student):** | | | | | | | | | | | | | | | | **Date:** | | | | |