



Hagley  
Primary School

## Hagley Primary Wrap Around Care Club

### Registration Forms

#### Child's Details

Child's Full Name: -----

Preferred Name: -----

Child's Full Address:-----

Male/ Female (Please circle)

Date of Birth -----/----/----

Class year and teacher's name:-----

Other children in the family that attend Hagley Primary School and use the Wrap Around Care Club:

Name.....DOB.....

Name.....DOB.....

Name.....DOB.....

#### Booking details

Please indicate which sessions are required. We will then check availability, and come back to you with a start date.

#### Breakfast Club

**Cost £6.75 per session**

**Times 7.30-8.30am**

Days required (Please circle): Monday Tuesday Wednesday Thursday Friday

#### Afterschool Club

**Cost £15.30 per session**

**Times 3.00-6.00pm**

Days required (Please circle): Monday Tuesday Wednesday Thursday Friday

**GDPR:**

I have gained consent from all emergency contacts to share their details with Hagley Primary School WACC Team under the GDPR (General Data Protection Regulations) for the event of an emergency.

**Please delete as appropriate Yes/No**

**Bill Payer details:**

Title:..... Forename:..... Surname:.....

Address:.....

Post code:.....

Home Tel: ..... Mobile Tel: ..... Email: .....

Parental Responsibility: Yes / No

Authorised Pick-up : Yes / No

Emergency Contact : Yes / No

Relationship to child:.....

**Primary/Emergency Contact 1:**

Title:..... Forename:..... Surname:.....

Address:.....

Post code:.....

Home Tel: ..... Mobile Tel: ..... Email: .....  
.....

Parental Responsibility: Yes / No

Authorised Pick-up : Yes / No

Emergency contact Yes / No

Relationship to child:.....

**Emergency Contact 2:**

Title:..... Forename:..... Surname:.....

Address:.....

Post code:.....

Home Tel: ..... Mobile Tel: ..... Email:  
.....

Parental Responsibility: Yes / No

Authorised Pick-up : Yes / No

Emergency contact Yes / No

Relationship to child:.....

### **Contact 3:**

Title:..... Forename:..... Surname:.....

Address:.....

Post code:.....

Home Tel: ..... Mobile Tel: ..... Email:  
.....

Parental Responsibility: Yes / No

Authorised Pick-up : Yes / No

Emergency contact Yes / No

Relationship to child:.....

### **Password:**

Please choose a club Password for collections by persons unknown to staff

\*\*\*Pick-up password\*\*\* .....

### **Medical Information:**

Does your child have any known or recurring illnesses, for example, Asthma, eczema, seizures, food intolerance?

Please give details:

.....  
.....

#### Details of prescribed medication:

Any food which must not be given due to child's religion or other dietary requirements?

Have you completed a care plan within school? (Please circle)

Yes  No

**The WACC will need any prescribed medication/s in addition to school.**

### **Additional Information:**

Is there any information about your child which could help WACC? This may include your child's interests/hobbies, house move, family illness, spells in hospital, new baby, etc

**Agreement for WACC to administer prescribed medication**

<b>School Name</b>	<b>Hagley Primary School</b>	
<b>Head Teacher</b>	<b>Mrs Vanessa Payne</b>	

**Pupil details:**

<b>Name of pupil</b>		<b>Date of birth</b>	
<b>Class</b>			
<b>Medical condition</b>			

**Medication details:**

<b>Name of medicine (as described on container)</b>			
<b>Date dispensed</b>		<b>Expiry date</b>	
<b>Duration of course</b>		<b>End date</b>	

**Administration:**

<b>Dosage and method</b>			
<b>Time of last dose</b>		<b>Time dose required</b>	
<b>Special precautions</b>			
<b>Side effects that school should be aware of</b>			
<b>Procedures in an emergency</b>			

**Emergency contact details:**

<b>Name</b>		<b>Relationship to pupil</b>	
<b>Daytime contact details</b>			

- I understand that I must deliver the prescribed medicine personally to (the school office) and that the medicine should be in the same container as dispensed by the pharmacy.
- The above information is to the best of my knowledge accurate at the time of writing and I understand that I must notify the school of any changes in writing.
- I consent to the relevant information being shared with the WACC as appropriate and the administration of the prescribed medicine detailed above.
- I undersigned consent to the administration of the prescribed medicine as detailed above:

<b>Parent/Carers name</b>		<b>signature</b>	
<b>Date</b>			

## **Parent/Carers contract (to be signed by bill payer and returned to school):**

**Note: Wrap Around Care Club will be shortened to WACC throughout the contract.**

1. **Consent for WACC Attendance:** I consent for my child to attend WACC. I understand that the WACC has established policies, procedures and expectations, and I agree to abide by them.
2. **Child's Care and Responsibility:** Once my child arrives at WACC or is collected by WACC, they will be in the care of the WACC Team until collected by a "named" responsible adult.
3. **Snack:** My child will be provided with a snack and drink whilst at the Club unless otherwise requested.
4. **Absences:** I will inform the WACC if I am collecting my child from School on a day that he/she is booked into the Club.
5. **Payment and Fees:** I agree to pay promptly for WACC sessions monthly, in advance, even when my child does not attend. For example, invoices raised in June for the month of July must be paid in full by the end of June. Late payments will incur a 10% late payment fee. If any fees, including late payment fees, are not paid by the due date, my child's place in WACC may be withdrawn immediately.
6. **Notice Period for Changes:** I will provide one calendar months' written notice to cancel booked sessions. Sessions that fall within the notice period will still be charged, even if the child is not in attendance.
7. **Updating Personal Information:** I understand that it is my responsibility to keep the WACC informed in writing, of any changes to my child's information, including emergency contact details, medical details and other important updates.
8. **Messy Play:** I understand that whilst at the WACC my child may get involved in messy activities and will provide my child with appropriate clothing to accommodate this if necessary.
9. **Late Collection:** If I am delayed due to unforeseen circumstances, I will contact the WACC as soon as possible to inform them.
10. **Late Collection Fees:** If my child is not collected by 6.00pm I will pay a charge of £10 per child, per late collection. I will also be charged an additional £10 per child for every 15minutes thereafter.
11. **Uncollected Children:** If any child is not collected by 6.30pm, after doing everything possible to contact parents and emergency contacts, then the WACC staff will be legally required to contact Social Services.
12. **Personal Belongings and Security:** Whilst WACC try to ensure the safety and security of items, The WACC are not responsible for any loss or damage to personal belongings whilst at the WACC.
13. **Mobile Phones:** I understand children will not be allowed to use their own mobile telephones during their time at the WACC. Mobile telephones will be handed to WACC staff and kept in a box at WACC reception. Please note that parents and carers are not allowed to use mobile phones whilst in WACC.
14. **Incident Reporting:** If my child is involved in an incident at WACC, I will be notified as soon as possible.
15. **Accidents and Emergency Medical Treatment:** If my child has an accident, then he/she will be treated by a qualified first aider and in the event of an emergency, I will be informed of the situation as soon as possible. If there is a situation where my child needs urgent medical treatment and I am unavailable, a WACC staff member may sign any consent forms necessary for treatment on my behalf. For non-emergency first aid, written information is provided
16. **Toileting:** I understand that my child must be able to use the toilet independently to attend WACC, unless there is a medical reason. I understand that my child's place at the WACC may be withdrawn if my child is not able to use the toilet independently.
17. **Confidentiality and Safeguarding:** Any information and details regarding my child will be treated as confidential. However, in cases of child protection concerns, the WACC may be required to share information with external agencies such as Police, Social Services and Health Care Professionals.
18. **WACC Fees and Payment Updates:** WACC fees, including late payment fees, and late collection fees, are reviewed annually. A minimum of 4 weeks' notice will be given for any changes to fees. Up-to-date information will be available on the school website.
19. **Voucher payments:** I understand that voucher payments may take up to five working days to be processed into the WACC account. I agree to schedule my payments accordingly to ensure that payment is received by the due date. If my voucher payment is not received by the due date my child's WACC place may be withdrawn with immediate effect.

I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM.

Signed..... (to be signed by bill payer) Date.....

Name.....

Name of child/children in club.....

### **DVD permission:**

From time to time at After School Club we would like the children to watch DVD's and enjoy an appropriate film.

The movies that will be viewed are rated PG. In order for your child to be able to watch a PG rated movie, a permission slip must be signed by the parent.

Please complete the form and return to After School Club.

This form will be kept on file.

I give permission for my child to watch PG movies

I do not grant permission to watch the PG movies

Parent/carer name.....

Signed.....

Date.....

### **Outdoor/messy Play permission**

After School Club facilitate a range of activities for your child(ren) to enjoy, many of these activities include outdoor or/and messy play. Due to the nature of this type of play, your child(ren)'s uniform may become dirty, we are therefore requesting that you send your child(ren) with either their P.E Kit or some 'outdoor play' clothes that you do not mind getting messy.

If you wish for your child to partake in any of the outdoor or 'messy play' activities at After School Club please complete this slip and hand it in to the After School Club.

I permit my child to take part in outdoor/ messy play activities

I do not permit my child to take part in outdoor/ messy play activities.

Parent/carer name.....

Signed.....

Date.....

# Hagley Primary School

## GDPR Privacy Notice for Pupils and Their Families

### **Who processes your information?**

Hagley Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Tina Rennie acts as a representative for the school with regard to its data controller responsibilities.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Hagley Primary School upholds are imposed on the processor.

Mrs Tina Rennie is the Data Protection Officer (DPO). Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted on 01562 883280 or office@hagleyprimary.worcs.sch.uk.

### **Why do we collect and use your information?**

Hagley Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To communicate with families
- To process payments to support enhanced curricular activities
- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, gender, date of birth, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The school does not access or store any payment card information from family registration on a cloud-based payment system.

The categories of parent information that the school collects, holds and shares include the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

#### **How long is your data stored for?**

Personal data relating to pupils at Hagley Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

#### **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Hagley Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

Hagley Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The National Health Service
- Our School Communication Portal
- A Cloud Based Payment Platform
- Assessments and Provision programme

#### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Hagley Primary School uses your personal data.
- Request access to the personal data that Hagley Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Hagley Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

#### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website or the DfE's website [www.gov.uk](http://www.gov.uk).