



# Abercarn Primary School

## Data Collection Form



The information collected on this form will be used to communicate with parents/carers to provide updates on events happening at the school and in the event of an emergency or sickness. We ask for your child's medical information in order to meet their needs whilst at school and protect their vital interests.

Please ensure the contact details and other information we hold 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

#### How we will use your information

Abercarn Primary School processes personal information about pupils and their families to support pupil learning and monitor attainment, to provide pastoral care, and to keep children safe. We also process personal information to meet the statutory duties placed upon us by Welsh Government, to administer optional school trips and activities, and to deliver the school catering service.

The school takes its responsibilities under data protection law very seriously, and will store and use all personal information securely, disposing of it when no longer required. Personal information may be shared securely for clear purposes with other organisations such as Caerphilly County Borough Council, Welsh Government, or other external partners (e.g. other Local Authorities, Health Boards, and Special Educational Needs Tribunal Wales) that provide a service to pupils/families. You have a number of rights in relation to your personal information, including the right of access to information and the right of complaint.

For further information on how we process your information and your rights, please use the following link: [www.abercarnprimary.com](http://www.abercarnprimary.com)

A paper copy of our full privacy notice can be made available on request at the school office.

## **SCHOOL APP AND TEXTING SYSTEMS**

The school uses an electronic communication system for texting parents/carers called Teachers2Parents alongside School App to send messages to parents/carers. These are both used to update parents/carer on events happening at the school (e.g. non-uniform days or school photographs), parents evenings, school closures, and to pass on important notices. We also use emails to send more formal correspondence if necessary. All text messages will appear as from Abercarn Pri..

Abercarn Primary will use the Landline and the 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 01495 244566.

You may opt out of either our School App or text messaging system at any time by contacting the main school office.

## PUPIL INFORMATION / MANYLION PLENTYN

<b>Child's First Name:</b> Enw Cyntaf Y Plentyn:	<b>Child's Surname:</b> Cyfenw'r Plentyn:
<b>Child's Date of Birth:</b> Dyddiad Geni'r Plentyn:	
<b>Child's Address:</b> Cyferiad y Plentyn:	

## FIRST LANGUAGE / IAITH GYNTAF

*Please write your child's first language (optional)*

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*First language (Native Language/Mother Tongue) is the language to which a student was first exposed to during early development 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.*

<b>Parent/Carer Name:</b> Enw Riant/Warcheidwad:	<b>Mobile Number:</b> Rhif Ffon Symudol/
<b>Email Address:</b> Cyferiad Ebost:	

*(The email address and mobile telephone number provided here will be used to communicate with you via School App/text message using the School's electronic communication systems outlined above)*

**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.

## MAIN EMERGENCY CONTACTS / RHIFAU CYSWLLT ARGYFWNG

Priority Blaenoriaeth	Name Enw	Relationship Perthynas	Contact Numbers Rhifau Cyswllt	
			Home:	
			Mobile:	
			Work:	
			Home:	
			Mobile:	
			Work:	

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.

## ADDITIONAL EMERGENCY CONTACTS / RHIFAU CYSWLLT YCHWANEGOL

Priority Blaenoriaeth	Name Enw	Relationship Perthynas	Contact Numbers Rhifau Cyswllt	
			Home:	
			Mobile:	
			Work:	
			Home:	
			Mobile:	
			Work:	

### MEDICAL INFORMATION / GWYBODAETH MEDDYGOL

*Caerphilly County Borough Council (CCBC) is contracted to deliver our canteen service and provides information about allergenic ingredients used in any food they serve to comply with legislation introduced in 2014. We share information about your child's food allergies with CCBC in order to meet their needs whilst at school and protect their vital interests.*

Doctors Surgery:

Contact Number:  
Rhif Cyswllt:

#### Dietary Information/ Gwybodaeth Ddeietegol:

Please ✓ the appropriate box if your child requires a special diet

Nut Free       Gluten Free       Egg Free       Glucose Free

Medical Conditions and Known Allergies/  
Gwybodaeth Meddugol a Alergeddau:

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*Please let us know of any medical conditions or known allergies that are likely to cause difficulty or be relevant whilst attending Abercarn Primary School, such as medication, food allergies, special diet, etc.*

## ETHNICITY

*Please tick the appropriate box (optional)*

Black African		Bangladeshi		Chinese or Chinese British		White British	
Black Caribbean		Indian		Gypsy / Roma		White Irish	
White and Black African		Pakistani		Any other ethnic group		Traveller of Irish Heritage	
White and Black Caribbean		White and Asian		Any other mixed background		Any other White background	
Any other Black background		Any other Asian Background					

*Ethnic background describes how we think of ourselves. This may be based on many things, such as our skin colour, language, culture, ancestry or family history for example. Ethnic background is not the same as nationality or country of birth*