

DATA COLLECTION SHEET

Please check that the information below is correct.
Complete any missing details, and return to the school office.

CHILD'S INFORMATION

Surname:
Forename:
Chosen name:
Date of Birth:

Legal Surname:
Middle name:
Gender:
Year:

Address:
Post Code:

- 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.
- **We will send text messages to the mobile number of contact 1**

Priority	Name / Relationship	Home Address / Phone / Mobile	Work Address Phone / Email
1		Tel: Mobile:	Tel: Email:
2		Tel: Mobile:	Tel: Email:
3		Tel: Mobile:	Tel: Email:
4		Tel: Mobile:	Tel: Email:

Travel Arrangements

If the above information is incorrect, please tick the appropriate choice

☐ Bicycle ☐ Train ☐ Car/Van ☐ Walk ☐ Taxi ☐ Bus ☐ Car Share

P.T.O there is information on the back of this form that also needs completing

Dietary Needs**Dietary Preferences****Meal Arrangement**

If the above information is incorrect, please tick the type of meal to have for each day of the week below.

Type of meal	Mon	Tue	Wed	Thu	Fri
School Meal					
Packed Lunch					

Medical Practice:**Address:****Telephone Number:****Medical Condition(s)****Medical Note(s)****Disabilities****Ethnicity:****Home Language:****Country of Birth:****Religion:****First Language:****Nationality:**

Data Protection: The school is registered under the GDPR 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 DfE. The data protection policy and privacy notices for parents and pupils can be found on the school website at www.holyfamilyprimary.com

In the event of any changes to the details on this form, school will need to be notified straight away. This can be done by email to admin.holyfamilyprimary@schools.sefton.gov.uk

Contact Information: All information (weekly newsletters, trip letters etc.) is sent home by email so please make sure you provide us with an email address that is checked regularly. We will also update our website and school app weekly with any information that has been sent home.

I confirm I have the consent of the individuals named above to provide their data and for them to be contacted in case of emergency. I understand it is my responsibility to inform school of any changes to this data.

Signed: _____ Print: _____ (parent / carer)