



# ST CYRES SCHOOL

Mr P Lewis  
Acting Headteacher/Prifathro

*Strive Together Challenge Yourself Realise Everyone can Succeed*

## ST CYRES SCHOOL PUPIL PROFILE FORM 2020 - 2021

The purpose of this Pupil Profile Form is to provide the school with up to date information that will enable us to act promptly and appropriately should an emergency happen or if we have to contact you for any other reason.

Please keep us informed of any future change of circumstance.

### PUPIL INFORMATION

*Please ensure that your child's name is written as it is shown on their birth certificate.*

Pupil's Legal Surname	Pupil's Legal Forename and Middle Name
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Pupil's Preferred Surname	Pupil's Preferred Forename
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Pupil's Current Permanent Home Address
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Date of Birth e.g. 11/04/95		Male		Female	
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### COURT ORDER

Is your child subject to a current court order that is related to custody or access?

YES	NO
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### WELFARE

Is your child classified as a Young Carer providing regular and ongoing care, assistance or emotional support to another family member such as a sibling, parent or grandparent on a regular basis?

YES	NO
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### SERVICE CHILDREN

Is your child a Service Child (parent/s currently serving or have served within the past six years in Army, Navy, RAF or as a Reservist)?

YES	NO
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### DOES YOUR CHILD QUALIFY FOR FREE SCHOOL MEALS?

YES	NO
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*Application forms for FSM are available from St Cyres School or Vale of Glamorgan website. Parents living within the Cardiff Authority must reapply to the Vale of Glamorgan Council.*

## CLASS CHARTS

At St Cyres School we believe in working closely with parents. Class Charts is an online system which enables teachers to securely keep you up to date with your child's positive and negative behaviour and attendance throughout the day. Class Charts for parents can be accessed via the Class Charts website upon receipt of a unique code that will be issued by the school.

## CONTACT DETAILS

Unless otherwise informed the **first named adult with parental responsibility**, who is living at the child's address **will be the person who receives all correspondence**. Relationship refers to mother/father/stepfather/stepmother/guardian/carer etc.

### PRIORITY CONTACT - ADULT WITH PARENTAL RESPONSIBILITY

Relationship	Title	Forename	Surname
Address			
Post code		Mobile Tel. No.	
Home Tel. No.		Work Tel. No.	
Home Email		Work Email	

### OTHER PARENTAL OR ADULT RESPONSIBILITY

Relationship	Title	Forename	Surname
Address			
Post code		Mobile Tel. No.	
Home Tel. No.		Work Tel. No.	
Home Email		Work Email	

### ADDITIONAL EMERGENCY CONTACTS IN ORDER OF PREFERENCE

Relationship	Initial	Surname	Home Tel.	Mobile Tel.	Work Tel.

### DETAILS OF ANY SIBLINGS (BROTHERS/SISTERS) AT ST CYRES SCHOOL

Name	Year Group

## EDUCATION HISTORY

Has your child received education at any time in the UK?

YES	NO
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## PLEASE COMPLETE

Previous School(s)	Address and Telephone Number	Date of Leaving

## PUPIL'S MEDICAL DETAILS

Please contact reception for the Medication Permission Form if your child needs to take medication during school hours.

Name of Pupil's Doctor	Address and Telephone Number
Does your child have a Care Plan? <i>Please forward a copy if your child has a Care Plan.</i>	YES NO
Do you consider your child to be disabled? <i>Please give details.</i>	YES NO
Does your child have a medical condition or any allergies? <i>Please give details of the condition and any medication that is prescribed for it.</i>	YES NO

**AEN** - Please circle the appropriate category if your child was on the Additional Educational Needs register in their previous school.

**School Action**

**School Action +**

**Statemented**

**ADDITIONAL SUPPORT** - Tick if your child currently or recently received support from any of the following.

Educational Psychologist		Special Abilities/More Able and Talented	
Clinical Psychologist/Psychiatrist		Speech and Language Therapist	
Occupational Therapist		Teacher or LSA help outside the classroom	
Sign communicator		Teacher or LSA help within the classroom	
Social Worker		Specialist Teacher	

## YOUR CHILD'S ETHNIC/CULTURAL INFORMATION

<b>ETHNICITY</b> e.g. White British, Arab, Gypsy or Traveller of Irish Heritage	
<b>FIRST LANGUAGE</b> e.g. English, Welsh, French, Hindi	
<b>NATIONAL IDENTITY</b> e.g. British, English, Welsh, Irish	
<b>HOME LANGUAGE</b> e.g. English, Welsh, Gujarati, Dutch	
<b>RELIGION</b> e.g. Christian, Hindu, Muslim, None, Refused	
<b>ASYLUM STATUS</b> e.g. Asylum Seeker, Refugee	
<b>DATE OF ENTRY INTO THE UNITED KINGDOM</b>	

## YOUR CHILD'S USE OF WELSH

Please tick which of the following best describes your child's fluency in Welsh.

Fluent in Welsh		Speaks Welsh but not fluently	
Speaks Welsh at home		Does not speak Welsh at home	
Cannot speak Welsh at all		Not applicable	

## PARENTAL CONSENT

Please read all sections and sign where indicated.

### IPADS FOR LEARNING

As a pupil for this school, I will agree to keep to the rules on IPAD usage as outlined in the IPad Booklet.

**Signature of pupil:** ..... **Date:** .....

As the parent/guardian of the above named pupil, I agree to ensure correct IPad usage as outlined in the IPad Booklet.

**Parental signature:** ..... **Date:** .....

### INTERNET/EMAIL ACCEPTABLE USE POLICY

As a pupil at this school, I agree to keep to the rules on Internet/E-mail access as laid down by St Cyres School Acceptable Use Policy.

**Signature of pupil:** ..... **Date:** .....

As the parent/guardian of the pupil named above, I agree to ensure that they will use the Internet access provided by St Cyres appropriately.

**Parental signature:** ..... **Date:** .....

### CLOSED CIRCUIT TELEVISION (CCTV)

I understand and consent to the use of CCTV to aid with the prevention of crime and improvement of public safety. In the event of an incident at the school, any CCTV footage taken of the incident (which might include film of my son or daughter) may be viewed by the school in order to apprehend the culprits and prevent further incidents from occurring.

**Parental signature:** ..... **Date:** .....

### PHOTOGRAPHY AND VIDEO PERMISSION

As a school, we value the achievements of our pupils and celebrate successes with parents/guardians and our local community. Due to this we may take photographs or video recordings of your child/children involved in events/activities. These images may be used in the school's prospectus, in other publications, the school's website and display boards. Your child /children may be visible in these images. We will retain the consent information below for the period that your child attends the school, plus one year. Your consent will automatically expire after this time.

In order that we protect your child's interests and to comply with the General Data Protection Regulations (GDPR), we require your permission. You have the right to not consent. If you do not give permission by ticking below we cannot celebrate your child's successes in photographic and video form, for example using Twitter. Please note that when your child reaches the age of 13 they will be asked to confirm their consent. We will not use full names of any child.

**Please tick the box to give permission for your child's forename and/or image to be used for the following:**

School publications, e.g. the school prospectus.	
Wall-mounted displays, for educational purposes.	
School website, Twitter, local media and as part of school events.	

**Parental signature:** ..... **Date:** .....

### **MAINTAINING STANDARDS WITHIN ST CYRES SCHOOL**

**Behaviour** - We ask parents/guardians for their support in ensuring that their child complies with our rules regarding the standard of behaviour expected both in school and when travelling to and from school.

**School Uniform** - The school has a policy requiring all pupils to wear the correct uniform. The wearing of St Cyres School uniform is compulsory at all times **including the journey to and from school**. All items of clothing should be clearly marked.

**Signature of pupil:** ..... **Date:** .....

**Parental signature:** ..... **Date:** .....

### **CODE OF CONDUCT EXPECTED ON TRIPS/VISITS**

When you are a member of a school team or group you are representing St Cyres School and you are expected to uphold the good name of the school in all respects. In order to be a group/team member you will need to sign the following agreement to adhere to the Code of Conduct.

- I must follow the instructions of the leader and other supervisors, including those at the venue of the visit.
- I agree to dress and behave sensibly and responsibly.
- If I am abroad I must be sensitive to local codes and customs.
- I agree to co-operate at all times and if I become aware of anything that might hurt or threaten anyone in the group, I will inform the group leader immediately.
- I will not take unnecessary risks and endanger my safety or that of other members of the group.

**Signature of pupil:** ..... **Date:** .....

**Parental signature:** ..... **Date:** .....

### **HOLIDAYS DURING SCHOOL TERM**

**We ask all parents/guardians to set the highest expectations for attendance.**

I understand the importance of attendance and that unless there are exceptional circumstances which have been arranged in advance with the Headteacher, I shall not organise holidays within the school term dates.

### **ABSENCE**

If for any reason your child is not able to attend school, or has to leave school during the day where an appointment known, please inform the school in advance by telephone or email.

**Parental signature:** ..... **Date:** .....

## FAIR PROCESSING NOTICE

### WHAT THE SCHOOL, LOCAL EDUCATION AUTHORITY AND GOVERNMENT DOES WITH INFORMATION IT HOLDS ON PUPILS

This information tells you about what the National Assembly for Wales, Vale of Glamorgan Local Education Authority (LEA) and St Cyres School does with your or your child's personal and performance information (data).

#### **The collection of personal information:**

The school collects information about pupils and their parents or legal guardians when they go to a new school. They also collect information at other times during the school year. Information is also received from other schools when pupils transfer. The LEA and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year. The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

#### **The use made of this personal information:**

The **National Assembly for Wales** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) or [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The **LEA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals
- monitoring and reporting on pupils' educational progress
- the provision of welfare, pastoral care and health services
- the giving of support and guidance to pupils, their parents and legal guardians
- the organisation of educational events and trips
- planning and management of the school.

#### **Organisations who may share personal information:**

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with:

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities
- bodies doing research for the National Assembly for Wales, LEA and schools, so long as steps are taken to keep the information secure
- central and local government for the planning and provision of educational services
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

## **Personal information - The sort of personal information that will be held includes:**

- personal details such as name, address, date of birth, and contact details for parents and guardians
- information on performance in internal and national assessments and examinations
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses)
- details about pupils' immigration status (this is used only to prepare summary statistical analyses)
- medical information needed to keep pupils safe while in the care of the school
- information on attendance and any disciplinary action taken
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

## **Other information:**

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

The School regards individuals' rights as fundamental and therefore endorses the enhancement of individual data rights as set out in the legislation. All requests for personal information will be dealt with in accordance with the individual's statutory rights. Queries regarding the School's processing of personal data will be dealt with promptly and courteously.

The GDPR provides the following rights for individuals:

1. The right to be informed (Privacy Notices).
2. The right of access
3. The right to rectification
4. The right to erase
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision-making and profiling.

## **Seeking further information:**

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights you should contact:

- Your child's school on 02920 708 708
- Your LEA on 01446 709 112
- The National Assembly's data protection officer at, The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ
- The Information Commissioner's office help line can be contacted on 03031231113 or 016 25544297 if you wish to talk to the team in Welsh.
- The Information Commissioner's Office Guide to the General Data Protection Regulation (GDPR), <https://ico.org.uk/for-organisations/guide-to-the-general-dataprotection-regulation-gdpr/>

**ADDITIONAL NOTES**

St Cyres School, Sully Road, Penarth, Vale of Glamorgan, CF64 2XP

Tel : 02920 708708

Website [www.stcyres.org](http://www.stcyres.org)

Email: [contact@stcyres.valeofglamorgan.sch.uk](mailto:contact@stcyres.valeofglamorgan.sch.uk)

