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THE
**TRUMPINGTON
 FEDERATION**
 Executive Headteacher
 Mrs Oriana Dalton



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Tick if EYFS child

Breakfast Club and After School Club Registration Form

Child's Details

First Name:	Surname:	What they like to be called:
Date of birth:	Current age:	First Language:

Parents/Guardian Details

(Please inform us if either parent does not have legal parental responsibility)

Title:	First Name:	Surname:	Title:	First Name:	Surname:
Home Address:			Home Address:		
Work Address:			Work Address:		
Home Number:	Mobile Number:	Work Number:	Home Number:	Mobile Number:	Work Number:
Please put a star in the box of the phone number we should ring FIRST					
Email Address:			Email Address:		

At the Trumpington Federation, we believe that learning should be a lifelong adventure. We aim to inspire and encourage all members of our community to grow and learn together. Through determination, communication and collaboration, we encourage each other to reach for the stars, no matter who we are or where we come from.

Our schools, governors, children, parents and staff have agreed and share a set of common values and rights for all which underpin our dynamic curriculum, and which encourage creativity, problem solving and a love of learning.

Tick if EYFS child

Alternative Emergency Contact Details

(Please provide the details of at least one person we can contact if we are not able to contact you)

Name:	Telephone Number:	Mobile Number:
Address:		Relationship to the child:
Name:	Telephone Number:	Mobile Number:
Address:		Relationship to the child:

Details of Child's Doctor

Name of Doctor:	
Address:	Telephone Number:

Tick if EYFS child

Details of Booking Pattern

Please tick the sessions that you want your child to attend. When a session has been booked for your child you will be charged for it.

Any additional sessions must be booked at least two weeks in advance.

	Monday	Tuesday	Wednesday	Thursday	Friday
After School club					

Note:

Breakfast Club Sessions are organised as ‘Drop in’ sessions and invoiced in arrears.

Invoices are issued monthly in arrears.

If you are arranging for a friend or family member (over 18) to collect your child from the After School Club, please provide them with the password below. **Please always notify us in advance in person or by text if you have arranged alternative pick up arrangements.**

Password:

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About your child

Please detail any additional/special needs your child has: (please provide full details)
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<p>Please detail any medical needs your child has: (please provide full details and if medication is needed - additional medication form will need to be completed)</p>
<p>Please detail any allergies your child has and any action to be taken in case of an allergic reaction: (please provide full details – additional medication form will need to be completed)</p>
<p>Please detail any dietary requirements your child has: (please provide full details)</p>
<p>Is there anything your child does not like (food, games etc) or is scared of?</p>
<p>Any additional information:</p>

Tick if EYFS child

I consent for my child to attend this Club:

I understand that the Club has policies and procedures and that there are expectations and obligations relating to both the Club and myself and my child agree to abide by them. These policies and procedures can be found on the school website or by asking a member of staff.

I am aware that The Trumpington Federation clubs have a duty to report suspected child abuse or neglect.

I give permission for a trained member of staff to administer appropriate first aid if required.

I give permission for The Trumpington Federation clubs to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the above telephone numbers.

I give permission for my child to watch 'U' Rated DVDs.

Late collection of my child from After School club will result in a charge of £1 per minute and I understand that persistent late or non-payment of fees may jeopardise my child's continued place.

I am aware that if my child does not attend for whatever reason, including if they are not at school that day, I am still required to pay for that session.

I understand that if my child is not attending an After School Club session for any reason that I must inform staff as soon as possible and before 2.45pm on the day of the session.

I confirm that the information given on all forms is correct and agree to notify the club staff of any changes in detail.

I understand that the information given in this registration form is confidential.

I give permission for the setting to share information with other professionals as appropriate.

I have read and accepted the above conditions for my child attending The Trumpington Federation Breakfast and After School Clubs.

Signature of Parent / Carer

Print Name

Date

Privacy Notice for parents/carers

Under data protection law, individuals have a right to be informed about how the Federation uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils. We, Trumpington Federation, are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
 - allergy information

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our Federation. We may also keep it beyond their attendance at our Federation if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. This can be requested from the Federation Business Manager and is based on the guidance shown on pages 37 to 56 of the [Information and Records Management Society's toolkit for schools](#).

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority (Cambridgeshire County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, e.g. Ofsted

- Suppliers and service providers – to enable them to provide the service we have contracted them for (e.g. E-learning)
- Central and local government (e.g. statutory returns)
- Our auditors (e.g. number of pupils eligible for Free School Meals)
- Survey and research organisations (anonymised data)
- Health authorities (e.g. safeguarding concerns)
- Health and social welfare organisations (e.g. safeguarding concerns)
- Professional advisers and consultants (e.g. safeguarding concerns)
- Charities and voluntary organisations (e.g. when making bids for grants or applying for funding for subsidising school trips)
- Police forces, courts, tribunals (e.g. a legal requirement)
 - our catering staff, in order to ensure children with allergies are safeguarded

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact your school's office.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact your school's office.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact your school's office.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact your school's office. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer via

office@fawcett.cambs.sch.uk

or office@trumpingtonmeadows.cambs.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.