



# St Bartholomew's School Parents' Handbook

## Information to be Returned to School

The following information **must** be returned to school by the day your son/daughter starts at St Bartholomew's School.

### Student Entry Form

Please complete the Student Entry Form and return it to school by the day your child starts at St Bartholomew's School.

The law requires schools to ask information about:

- a) The name and address of every person who has parental responsibility for a child
- b) The student's ethnic origin
- c) The language normally spoken at home

By providing your email address, we will be able to communicate with you via our school emailing system, which is very helpful in providing you with information/updates quickly. This includes your copy of BartholoNews.

With married/divorced/separated parents, both have parental responsibility. However, with unmarried parents, only the mother has, unless the father has obtained a court order or both have made a parental responsibility agreement. In some cases it may be possible for a student to have more than two people listed as his/her "parents".

We must also note whom each student normally lives with and, if available, a telephone number for that person. You can give us up to **four people** whom we can contact in an emergency. **These people should live or work in the area, and be contactable in the daytime.** We require a minimum of two priority contacts.

We process your personal information for the purpose of education and wellbeing of students. This personal information may be shared with third parties where required (such as the Local Authority, youth support services for the ongoing purposes of careers information and guidance for example) as part of this provision. Full details of how we use your information can be found in the student privacy notice on the school website.

Where you have given us consent, we will share your contact details with our Parents' Association. In addition, you will be asked about information sharing with the Adviza team in West Berkshire.

Your help in this matter is greatly appreciated. You are not legally obliged to complete the form, although some of the information is obviously vital for the day-to-day operation of the school and the welfare of your child.





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## **.../2 Information to be Returned to School**

### **Parental Consent: use of images of children**

To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child for educational purposes. Consent for this is to be provided on page 4 of the Student Entry Form.