



St Bartholomew's School

Parents' Handbook

Information to be Returned to School

The following information **must** be returned to school as soon as possible **before** your son/daughter starts at St Bartholomew's School.

Student Entry Form

Please complete the Student Entry Form and return it to school as soon as possible before 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

We must also note with whom each student normally lives and a telephone number for that person. We must also record with whom each student normally resides and a telephone number for that person. We also require at least one other emergency contact who should **live or work in the local area and be contactable during the school day**. In addition to the two required contacts, we can also hold details of a further two contacts as needed.

We process your and your child's personal information for the purpose of education and the wellbeing of students. This personal information may be shared with third parties where required, such as the Local Authority. 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 to do so, we will share your contact details with our Parents' Association. In addition, you will be asked about information sharing with the Adviza team (careers guidance) in West Berkshire.

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.