














Important information about the SIMS Parent Data Collection









The below guides you to which information you need to check and update for data collection purposes.





Data area	Do you need to check and update this area?	Notes
Student Information		this contains basic information such as your child's name, preferred name and date of birth
Address		this is your child's home address.
Telephones and Emails		please DO NOT add or update your email address or telephone number for your child here.
Medical Details		this includes information such as medical practice, medical conditions and any disabilities. There is a drop down list of medical practices but you can add a new one if your child's medical practice is not listed.
Cultural Information		this is important information for the school census. Please check all the information listed. You DO NOT need to confirm whether your child speaks Welsh.
Dietary Needs		please update your child's dietary needs here. For allergies and gluten free needs that require a special diet, these should be supported by a letter from a medical professional.
Nationality and Passports		please update your child's nationality if needed.

Data area	Do you need to check and update this	Notes
-----------	--------------------------------------	-------

	area?	
Parental Consent		Consent to administer chlorphenamine (Piriton) In the event that your child displays signs of an allergic reaction or has been bitten/stung by an insect, you agree that your child can be given a one off dose of Chlorphenamine (Piriton) in school by a suitably trained member of school staff.
		Consent to administer Paracetamol (Calpol) In the event that your child displays cough/cold symptoms and/or has a raised temperature (over 38°C), or is experiencing pain, you agree that your child can be given a one off dose of Paracetamol in school by a suitably trained member of school staff.
		Consent to participate in food tasting As part of the curriculum or for special events, your child will take part in food tasting activities. We will always let you know when these activities are happening but will not seek your permission each time.
		*NEW* Consent to use GMAIL (from Year 3 onwards) We provide all KS2 children with a school email address. Pupils will begin to use this in lessons in Year 3. This is safe and filtered. This email address can be used at school and at home, but pupils CANNOT email outside the Hordle Primary School domain. All emails can be monitored by staff. If you do not give permission there are important parts of the Computing curriculum your child will not be able to cover.
		*NEW* Consent to use the Internet We have internet access on all computers in the school. It is filtered by Hampshire County Council via HPSN, a specialist internet filter. Most unsuitable sites are blocked and children never access the internet without permission. Hampshire County Council provides a filtered internet feed that protects pupils from the viewing of inappropriate content. The service is provided via the Hampshire Public Services Network (HPSN). It uses a combination of methods to categorise sites, therefore providing a highly accurate system. While no system of filtering can be 100% effective, we think these safeguards mean that surfing the internet at school is as safe as we can make it. If you do not give permission there are important parts of the Computing curriculum your child will not be able to cover.
		*NEW* Electronic consent given From time to time, we may ask you to consent electronically when the need arises.

Data area	Do you need to check and update this	Notes
-----------	--------------------------------------	-------

	area?	
		Photo Permission DVD Consent for us to use video footage of your child in school productions to be included in DVDs which will be sold to parents.
		Photo Permission Media Consent for your child to appear in the media e.g. television, newspapers. Names may be used. If you do not give permission then your child may be removed from whole school events covered by the media.
		Photo Permission - Promotional publications Consent for us to use your child's photograph in printed publications that we produce for promotional purposes or on project display boards.
		*NEW* Photo Permission - Social media Consent for your child to appear on Social Media sites used by the school e.g. Twitter and Facebook. (Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further shared, used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.)
		Photo Permission - Tapestry (Year R ONLY)
		Photo Permission - Video/Filming Consent for us to record your child's image on video or webcam or tablet device for school use.
		Photo Permission - Website Consent for us to use your child's image on our website.
		Trip - Medical consent In the event of an illness or an accident, you consent to any necessary medical treatment, which might include the use of anaesthetics.

Data area	Do you need to check and update this area?	Notes
		<p>Trip - Transport by coach/minibus/staff car You consent to your child being transported by coach/minibus or employee car.</p>
		<p>Trip - Consent to participate in Educational Visits You continue to give your consent to allow your child to participate in routine visits and journeys which take place during school session times as an extension of their curriculum activities and all such visits and journeys have been risk assessed, have been approved by the Headteacher, and follow the Local Authority's guidance.</p> <p>Your consent given by this form will last for the duration of your child's career at Hordle CE (VA) Primary School.</p>
		<p>*NEW* Use of images taken during school productions/activities or events You agree to abide and undertake to ensure that any associated third parties (including older siblings below the age of consent) who accompany you or your child to events are equally aware that if you, a family member or associated third party take photographs or make a recording of any school production/activity or event (e.g Nativity play, Sports Day or Year 6 Show etc.) that these images/footage are for your own personal use only and any images or recordings containing other children will not be shared on social media or uploaded on to the internet. Failure to consent to this may mean that you are unable to attend a school event.</p>
Contacts		<p>Please ensure that the contact information for your child is accurate and up to date.</p> <p>Parental Responsibility – Please ensure that the Parental Responsibility slider bar is set correctly. For a definition of Parental Responsibility please read the following guidelines https://www.gov.uk/parental-rights-responsibilities. This is usually the mother and father, but would not normally include grandparents, neighbours, friends or other family members.</p> <p>Priority Contact – Where possible, please include one Priority 1, and one Priority 2 and one Priority 3 contact. Having multiple priority 1 contacts can be confusing and misleading in the event of an emergency, and we will always contact the next priority person if we cannot reach the first person. Where possible, the contacts should be as local and accessible as possible.</p> <p>Telephone Numbers – Please ensure you give us the contact numbers that you are most likely to have access to. Please ensure the slider bar is checked for your MOBILE number as the primary (main) contact number as we use this to reach you if your child is unwell and it is also used by the text facility.</p>