



# Ysgol Gynradd Cogan Primary School

## Confidential Pupil Information

### Basic Information

Child's legal surname:	Child's preferred surname:
Child's legal forename:	Child's preferred forename:
Child's gender:	Child's date of birth:
Child's Address:	Home telephone number:
	Parent/Carer's email address:
	Child's previous school:
	Child's religious denomination (if applicable):

### Siblings

Name of sibling (if applicable):	Year group:
Name of sibling (if applicable):	Year group:
Name of sibling (if applicable):	Year group:

### Medical Information

Name of child's medical practice:	<b>IMPORTANT - Special medical requirements:</b>
Address of child's medical practice:	
Telephone number of child's medical practice:	

### Dietary requirements

<b>Does your child have any dietary requirements/allergies?</b>
Food allergy (please give details) _____
Vegetarian    Vegan    No Pork    No dairy    No nuts    Other (please state) _____

### Travel arrangements

Child's transport to school (please circle)
Walk      Bicycle      School taxi/bus      Public bus      Car

[Continued]

## Emergency Contacts

<b>1<sup>st</sup> Parent/Carer contact</b>	
Full name (including title):	Relationship to the child:
Parental responsibility: Yes    No	Email address:
Address (including postcode, if different from the child's address)	Mobile telephone number:
	Home telephone number:
	Work telephone number:
<b>2<sup>nd</sup> Parent/Carer contact (If applicable)</b>	
Full name (including title):	Relationship to the child:
Parental responsibility: Yes    No	Email address:
Address (including postcode, if different from the child's address)	Mobile telephone number:
	Home telephone number:
	Work telephone number:
<b>Other emergency contact</b>	
Full name (including title):	Relationship to the child:
Parental responsibility: Yes    No	Email address:
Address (including postcode, if different from the child's address)	Mobile telephone number:
	Home telephone number:
	Work telephone number:
<b>Other emergency contact</b>	
Full name (including title):	Relationship to the child:
Parental responsibility: Yes    No	Email address:
Address (including postcode, if different from the child's address)	Mobile telephone number:
	Home telephone number:
	Work telephone number:

<b>Court Order</b>	
Full name of person subject to the order (including title):	
Relationships to child	Date of order:

[Continued]

## Welsh Language

### Can your child speak Welsh (Please circle one)

**Yes**

(Complete details below)

**No**

(Go to next section, National Identity)

**Prefer not to say**

#### ***What is your child's fluency in Welsh?***

Speaks welsh fluently

Speaks Welsh but not fluently

#### ***Does your child speak Welsh at home?***

Yes

No

#### ***Does your child speak Welsh with parents/carers?***

Speaks Welsh with one parent/carer only

Speaks Welsh with both parents/carers

Does not speak Welsh with parents/carers

#### ***Does your child speak Welsh with their siblings?***

Yes

No

## National Identity

### Child's National Identity (Please circle)

Welsh

British

English

Irish

Scottish

Other (please specify) \_\_\_\_\_

Prefer not to say

## Religion

Please circle one box:

Christian

Muslim

Jewish

Buddist

Hindu

Sikh

No Religion

Other (please specify) \_\_\_\_\_

Prefer not to say

## Asylum Seekers

**Asylum Seeker**

**Refugee**

If your child was born OUTSIDE of the UK, please provide the following information:

Date of arrival in the UK: \_\_\_\_\_

Child's place of birth: \_\_\_\_\_

[Continued]

**Ethnicity (Please circle one only)**

<b>White</b>			
British	Kosovan	Traveller of Irish heritage	Serbian
Roma/Roma Gypsy	Turkish/Turkish Cypriot	Albanian	Greek/Greek Cypriot
White Western European	Bosnian-Herzegovinian	White European	Other White
Croatian	White Eastern European		
<b>Mixed background</b>			
White & Black Caribbean	White & Chinese	Asian & Black	White & Black African
Asian Chinese	Other Mixed Background	White & Asian	Black & Chinese
Black & other ethnic group	White & other ethnic group	Asian & other ethnic group	Chinese & other ethnic group
<b>Asian or Asian British</b>			
Indian	African Asian	Sinhalese	Mirpuri Pakistani
Kasmiri	Sri Lankan Tamil	Other Pakistani	Nepali
Bangladeshi	Other Asian		
<b>Black or Black British</b>			
Caribbean	Ghanaian	Nigerian	Sierra Leonian
Somali	Sudanese	Other Black African	Black European
Black North American	Other Black		
<b>Chinese or Chinese British</b>			
Hong Kong Chinese	Malaysian Chinese	Singaporean Chinese	Taiwanese
Other Chinese			
<b>Any other Ethnic Group</b>			
Afghanistani	Arab	Egyptian	Filipino
Irani	Iraqi	Japanese	Korean
Kurdish	Latin American	Lebanese	Malay
Moroccan	Polynesian	Thai	Vietnamese
Yemeni	Other ethnic group		

**OR**

I do not wish any ethnic background to be recorded

**First Language (Language first spoken to the child from birth)**

**(Please circle one only)**

Afrikaans	Akan/Twi-Fante	Albanian	Amharic
Arabic	Armenian	Assyrian/Aramaic	Azeri
Balochi	Bemba	Bengali (any other)	Bengali (Sylheti)
Berber/Tamazight	British Sign Language	Bulgarian	Burmese/Myanma
Caribbean Creole English	Caribbean Creole French	Catalan	Chechen
Chichewa/Nyanja	Chinese (any other)	Chinese (Cantonese)	Chinese (Mandarin)
Chinese (Putonghua)	Classification pending	Czech	Danish
Dutch/Flemish	Edo/Bini	Efik-Ibibio	English and/or Welsh
Esan/Ishan	Ewe	Finnish	French
Fula/Fulfulde-Pulaar	Ga	Gaelic (Scottish)	Gaelic/Irish
Georgian	German	Greek	Gujarati
Hausa	Hebrew	Hindi	Hindko
Hungarian	Icelandic	Igbo	Ijo
Italian	Japanese	Kannada	Katchi
Kikuyu/Gikuyu	Kirundi	Korean	Krio
Kurdish	Latvian	Lingala	Lithuanian
Luganda	Macedonian	Malay/Indonesian	Malayalam
Maldivian/Dhivehi	Maltese	Mandin/Mandekan	Marathi
Ndebele	Nepali	Norwegian	Oriya
Panjabi	Pashto/Pakhto	Persian/Farsi	Persian/Dari
Polish	Portuguese	Refused	Romanian
Romany/English Romanes	Russian	Serbian/Croatian/Bosnian	Shona
Sindhi	Sinhala	Slovak	Somali
Sotho/Sesotho	Spanish	Swahili/Kiswahili	Swedish
Tagalog/Filipino	Tamil	Telugu	Temne
Thai	Tibetan	Tigrinya	Turkish
Ukrainian	Urdu	Urhobo-Isoko	Uzbek
Vietamese	West African Pidgin English	Wolof	Xhosa
Yoruba	Zulu		
Other language			

## GDPR

### We need you to opt in to give your consent under the General Data Protection Regulations (GDPR)

**Your consent (please tick each box):**

- I consent to being contacted by telephone, email, SMS text messages and letter.
- I consent to my child's use of the welsh Government's HWB platform (see overleaf).

### Declaration

**I confirm that I have read and understood the guidance provided on this form. I confirm that the information provided on this form is correct.**

**Signature:**

**Print name:**

**Date:**

### Further Information

#### THE HWB PLATFORM

The Hwb platform provides all maintained schools in Wales with access to a range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All pupils in maintained schools in wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests will be online and must be completed by each pupil via each pupil via the platform. In order to provide [you / your child] with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow [you/your child] to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about [you/your child] is used, please see: <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see: <https://hwb.gov.wales/curriculum-for-wales-23008/tps>

#### Additional services

If you agree, Welsh Government can also provide [you/your child] with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb classes, Microsoft Office 365, Google for Education and other relevant educational tools and resources. Welsh Government is making these additional services available to help [you/your child] access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

Welsh Government will only provide access to these additional services if you sign the form overleaf front to indicate your agreement.

### **Your agreement**

If you agree:

- We will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about [you/your child] with its service provides, including Microsoft and Google Education, in order to enable access to the additional services

If you do not agree:

We will still share information about [you/your child] with Welsh Government to set up a secure log-in for the Hwb platform, but [you/your child] will not be able to access the additional services.



## Ysgol Gynradd Cogan Primary School

### Very Important Information for Parents (GDPR)

In order to conform to the **General Data Protection Regulations (GDPR)** we need your permission to share data about your child. This means that by law we need to inform you of how we share your child's information with educational companies and systems.

In order for us to provide the **best possible education for your child** it is necessary for us to use some tools and software programs that assist us with your child's learning.

Therefore, **we need your consent** to share your child's information with the following companies.

Please note you must tick the boxes below if you agree for us to share your child's data. We have included an overview for each system to show how we use them in school. **If you agree to us sharing your child's data please ensure you tick the relevant boxes.**

Company	Data Shared	Educational Advantages- If you need more information please contact the school	Tick to Agree Data Sharing
<b>HWB Welsh Assembly Government</b>	Name, DOB, Age, Class Year Group, Class Teacher, Gender, Subject/Class, Unique Pupil Number (provided by LA)	Access to Online Testing from WAG, Email, Office 365, Google Apps for Education, J2E software. <b>Note: By law pupils are entitled to a HWB account. Data will be shared with Welsh Government in order to provide your child with an account. If you do not tick they will lose access to the additional benefits listed above.</b>	
<b>Google Apps for Education</b>	Name, Age, Class, DOB, Year Group, Class Teacher	Google Docs, Slides, Mail, sites sheets, classroom. Your child will have access to these applications in school. <b>Note: We use these apps across all of our subjects in school.</b>	
<b>Class Dojo</b>	<b>Name, Year Group, Age, DOB, Academic Progress</b>	Praise and Reward initiative.used in class to praise and encourage pupils for good behaviour. <b>Note: We feel Class Dojo is a powerful praise and reward tool and we use it in all our classes</b>	
<b>Reading eggs</b>	<b>Name, Year Group, Age, DOB, Academic Progress</b>	Reading system to assist teachers with reading development <b>Note: Reading Eggs is also used by pupils in school and at home as a learning resource. The scheme promotes independent reading, guided reading, and ongoing assessment, with a blended approach to suit all ages and abilities.</b>	
<b>Purplemash</b>	<b>Name, Year Group</b>	Purplemash is a learning tool to assist pupils with learning and homework. <b>Note: Purplemash is also used by pupils in school and at home as a learning resource.</b>	

<b>IRIS Parentmail</b>	<b>Name, Year Group, Parent contact details – email address and telephone number</b>	Enables the school to contact you about important events, notifications and information about school life. <b>Note: Parentmail provide the school with a messaging service and is used to keep everyone up to date with school life</b>	
<b>Pearson Active Learn</b>	<b>Name, Year Group, Age, DOB, Academic Progress, groups, Class Teacher</b>	Maths system to assist teachers in planning and developing resources. <b>Note: Active learn is also used by pupils in school and at home as a learning resource.</b>	

The regulation aims to give citizens control of their personal data. Personal data must be collected for specified, explicit and legitimate purposes relative to the purpose for which it is processed.

**Fair Processing Notice**

At Cogan Primary School, information supplied/collected will be processed in line with the requirements of the General Data Protection Regulation and Data Protection legislation. For further information on the School's data protection requirements, please contact the school Data Protection Officer, Cogan Primary School, Pill Street, Cogan, Vale of Glamorgan, CF64 2JS.

**If you wish to withdraw consent for your information being processed, please contact the Headteacher.**

**I consent** to my child's data being shared as outlined above in order to support the teaching and learning of my child. I understand that data shared is only for the benefit of my child in school and that consent allows children to access these platforms in school. I understand that not providing permission may mean that my child does not have access to these systems in school. I also understand that the school will ensure that all data shared complies with General Data Protection Regulations.

**Signed:** \_\_\_\_\_ **(Parent/Carer)**    **Print Name:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_





## Ysgol Gynradd Cogan Primary School

Dear Parent/Carer

### Photographic Consent

During the course of the year 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 project display boards.

Occasionally, we may be visited by the media who may take photographs or film footage of a celebration or high profile event. Your child/children may be visible in these images, which may appear in local and national newspapers or televised news programmes.

In order that we can protect your child's/children's interests and to comply with the Data Protection Act 1998, we require your permission before we can take photographs or take video recordings. **Please fill in the form below.**

<b>Name of child:</b>	
<b>Name of child's parents or carers:</b>	

1	May we use your child's photograph in printed publications or prospectuses that we produce for promotional purposes, or on project display boards?	Yes / No
2	May we use your child's image/video on our website?	Yes / No
3	May we record your child's image on film?	Yes / No
4	May we allow your child to appear in the media as part of their involvement in an event/activity?	Yes / No

**As part of the School's Use of Social Media Policy we request that any person wishing to engage in any film recording or photography will not use such imagery inappropriately and will be keep securely and only use for personal use, that is, for family records only and will not be published.**

**If your circumstances change and you need to amend any of the details on this form you must inform school of the changes.**

**Parent or Carer signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Ysgol Gynradd Cogan Primary School

### Parental consents

#### First Aid

I give permission for Cogan Primary School to administer first aid in an emergency	Signature	Date
I give permission for Cogan Primary School to Administer a sticking plaster/dressing if needed	Signature	Date

#### Local Off Site Activities

I hereby agree to my child participating in routine visits of the school/establishment site. These visits might include the following, or similar, activities:

For example, Library visits, wildlife and local learning experiences.

These visits will normally take place at the following or similar locations:

Penarth Library, Dingle Park, Penarth Town, Penarth Beach and walks within the immediate locality.

I give permission for my child to be taken off site by school staff into the local area or onto the recreation ground without prior notice to me.	Signature	
	Date	

#### Minor Incidents

I give permission in the event of my child having a toilet incident/getting wet or dirty to be changed and cleaned as necessary.	Signature	
	Date	

### Internet Permission

As a parent or legal carer of _____, I grant permission for my child to use Hwb email and the Internet at school. I understand that pupils will be held responsible for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting and sharing and exploring information and media		Yes	No
Signature		Print name	

Please note that you may withdraw consent at any time in writing and dated  
addressed to the Headteacher.

### Playgroup/Nursery/School last attended

Previous School	
Starting Date	Date of leaving



## **Ysgol Gynradd Cogan Primary School**

### **Home/School Agreement**

In Cogan School, we aim to provide a safe, disciplined and stimulating environment in which all children are motivated towards achieving their full potential in all aspects of the curriculum; an environment where children feel valued and are able to express opinions on cultural, social, emotional and educational issues. We aim to develop in each child, confidence, self-discipline and an ability for independent learning.

Education is a partnership between pupils, teacher and parents. The paramount aim of Cogan Primary School is to develop this partnership to ensure that each child receives the best possible education. Parents are able to support their child's education when they have close links with the School and are aware of what the School is aiming to achieve. Parental influence is critical in shaping pupil attitude and behaviour, parents and teachers need to work together to maintain good behaviour and discipline.

All Parents, Teachers, Governors and older pupils have been consulted, and this Home School Agreement takes into account the views expressed.

By signing this agreement parents are indicating that they have taken note of and accept, the responsibilities of School, parent and pupil, and will commit themselves to their responsibilities.

The school Staff accept they have responsibilities in relation to the pupils in the School. These responsibilities include providing:

- A safe working environment where each child is treated with respect.
- A broad balanced curriculum in line with statutory requirements.
- A standard of education that enables every pupil to achieve his/her full potential.
- Support for pupils with special educational needs.
- Effective teaching in a disciplined environment expecting high standards of behaviour and progress.
- Opportunities for pupils to interact with the local and wider community.
- Termly parent/teacher consultations and an annual written report.
- Opportunities for parents to discuss educational and emotional concerns.
- Information regarding School events, routines, National Curriculum Test results and School Targets for the core subjects.
- Opportunities for parents to gain information which enables them to help their child at home.
- Access to school policies held centrally at school.

**Parents' responsibilities for children of compulsory school age include:**

- Ensuring pupils attend regularly every day, refreshed, appropriately dressed and ready to work, unless there is a reason for absence such as illness.
- Ensuring pupils are punctual and in time for registration at 9.00 a.m.
- Supporting the School in the promotion of good behaviour and discipline.
- Fostering a partnership between School and home and agreeing to work interactively with their children on homework tasks.
- Attending parent/teacher meetings and, if the child has special educational needs, meeting with the co-ordinator to review their child's progress.
- Considering advice and targets given in teachers' reports and undertaking tasks which contribute to the child's development.
- Informing school about domestic and health issues which could affect progress. Informing school of absences on the first day.
- Avoiding leave of absence for family holidays in term time, as this seriously disrupts continuity of learning.

**A pupil's responsibilities include:**

- Attending school regularly, on time, ready to learn and take part in school activities.
- Working hard to achieve high standards.
- Treating other pupils, school staff and school property with respect.
- Observing the school rules at all times.
- Undertaking homework with the support of parents.
- Dressing appropriately for school.

To improve the standard of education for pupils in Cogan School, teachers, parents and pupils are asked to commit themselves to their responsibilities.

**Teacher's Signature**..... **Date**.....

**Parents' Signatures**..... **Date**.....

**Pupil's Signature (if appropriate)** ..... **Date**.....