



www.swanlandschool.co.uk

23rd February 2023

Dear Parent/Carer

Data Collection Sheet 2023

At the upcoming Parent Teacher Consultation meetings, you will be passed a Data Collection sheet which shows information held on our school database for your child. Please would you check all the information, make any necessary amendments, sign it and then return it to the School Office by Thursday 30th March 2023.

Texting and Emailing

We use a Text Messaging service to inform parents of school club cancellations, emergency closures, forthcoming event reminders etc. For this we use the *mobile telephone number* that you provided for **Emergency Contact Priority No 1**, so please ensure this mobile telephone number is current.

Newsletters are sent via email each Thursday. The letters will be sent to the *email address* that you provided for **Emergency Contact Priority Nos 1 and 2**. Again, please ensure these email addresses are current.

Medical Conditions/Allergies

In order for the school to maintain up-to-date medical records, please give details of any medical conditions, allergies, dietary needs and whether your child suffers with asthma. Should your child suffer with asthma please provide an inhaler (and spacer) where necessary; they should be clearly marked with your child's name.

Parental Permissions

On the Data Collection Sheet there is a section which shows whether you have given your permission for various activities. If you have given permission, there should be a 'Yes' next to the activity. Please see the details of the permissions on the reverse of this letter.

Once you have made any necessary changes on the sheet **please sign it in the last section** and return it to the School Office by Thursday 30th March 2023.

Thank you for your continued support.

Yours sincerely

Hannah Stephenson
Head Teacher

Permissions

1. Thumb Print For School Library

We would like to take a digital image of your child's thumb print so that we can utilise our school library digital software package. (NB This is only recognition software, the images are not stored nor are able to be reproduced.) Your child will be trained by their teacher how to withdraw a book from our library and how their thumb print recognition will identify the person withdrawing the book.

We are aware that there may be some sensitivity in respect of any establishment taking personal information from individuals.

2. Educational Walks Around Swanland Village

On occasions, the children will be taking part in educational walks around Swanland village, eg visiting the library, church etc as part of their topic work. Children are supervised at all times and are accompanied by staff and volunteers.

3. Cooking/Tasting Activities – Food Allergies

At various times throughout the school year we will be carrying out cooking and baking activities in our Multi-Cultural Kitchen. We will be preparing various foods for the children to try. Please indicate and give details on the Permissions section of the online form if your child has any particular food allergies or intolerances to certain types of food. Should your child develop an allergy in the future, please send details (in writing) to the School Office; this will then be recorded on your child's record.

4. Information Communication Technology – Acceptable Use Policy

Swanland Primary School encourages the use by the children of the rich information sources available on the internet. Together with the development of the appropriate skills to analyse and evaluate such sources, access to the internet is crucial in the society our children will be entering.

We are aware that internet access is fundamental to the learning process. Your child will have access to a range of computing resources, all of which will be internet-enabled and which may lead to any publicly available site in the world. Consequently, we believe that children must be safeguarded from inappropriate information. To this end, all our on-line sources will be filtered through an education standard firewall. Filtering is constantly undertaken in an attempt to ensure that all the information available to school is child-friendly. To further ensure that children use their skills appropriately, children will have permission to access the internet only under the watchful eye of a supervising adult. They will be made aware of e-safety through specific e-safety lessons and always during lessons. Access to on-line sources will enable the children to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world. Our school believes that the benefits to the children from access to information resources and increased opportunities for collaboration exceed the disadvantages. However, the ultimate responsibility rests with parents and carers for setting and conveying the standards that their children should follow when using media and information sources out of school.

5. 'Seesaw' App – Photographs And Videos Permission

'Seesaw' (Years 1–6) is a pupil-driven digital portfolio that empowers children to independently document what they are learning at school and share it with their teachers, parents and classmates. Throughout the school year, Seesaw builds an organised, digital portfolio of each child's learning, accessible by teacher, pupil and parent. Seesaw also keeps parents 'in the loop' by giving them a real-time, personalised glimpse into their child's school day, via automatic iOS or Android app notifications, text message or email. Sometimes we take photographs and videos of the whole class or groups of children and then upload these to the 'Seesaw' app. This involves us tagging each child involved within that group activity, therefore, all the parents tagged are able to see all the children involved.

Due to the high level of security within Seesaw, only parents who have provided login details are able to access these videos and pictures. Seesaw is not a social media site and we would, therefore, ask that you do not copy any of the images from Seesaw and post them onto any social media site or share with anyone else.

Please indicate on the Permissions section of the online form giving consent for your child to be included in group photos on SeeSaw. If you do not give permission for your child to be in group photographs, you will still be able to access SeeSaw if you choose but your child will be removed from any small group or whole class photos.

6 to 11 Publication Of Photograph/Name/Work On Website And Social Media

From time to time we take photographs or videos of sports teams, educational visits, events in school as well as children at work. In addition to being displayed in the school, photographs, names and work may be put on our school website, in a school publication or on social media. By giving permission for use on social media, you will also be giving permission for other agencies who work with us, for example sporting groups, visiting theatre companies and newspapers (eg Hull Daily Mail) etc, to use images in this way. It is essential that you complete the Permissions section of the online form indicating whether you give consent for your child to have his/her photograph/name/work published on our website or social media.