

# GRETTON SCHOOL

## Parent / Carer Consent Sheet

***Please confirm your agreement to all statements by ticking the appropriate box and signing the end of the form***

***Where Parental Responsibility is shared, consent will be accepted from the primary carer***

*This consent will remain in place during the entirety of your child's time at Gretton. If you wish to change the consents to any of the options below then please put your request in writing to [info@grettonschool.com](mailto:info@grettonschool.com).*

### **Data Protection**

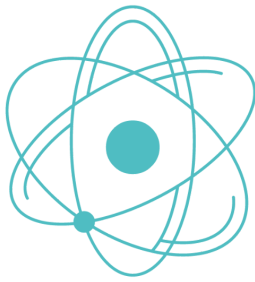
I have read and understood the school's Data Protection policy and give permission for Gretton School to store and share data with outside agencies relating to my child, as required by law.

**This consent is required as a condition of placement at Gretton School.**

Gretton School is a data controller for the purposes of the Data Protection Act 2018. We collect information from you/your parent(s)/carer(s) and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.



# GRETTON SCHOOL

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both you and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parents) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please *inform* the school if you wish to opt-out of this arrangement.

For more information about young people's services, please go to the Direct.gov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm).

***We will not give information about you to anyone outside the school without your/your parents(s)/carer(s) consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

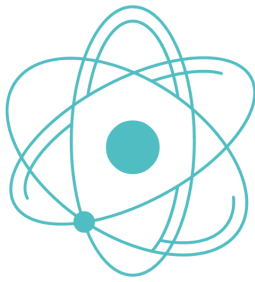
If you want to see a copy of the information about you that we hold and/or share, please contact the school office.

If you require more information about how the DfE stores and uses your information, then please go to the following website:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20students%20and%20children.doc>

If you are unable to access the website we can send you a copy of this information. Please contact the DfE as follows:

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288



# GRETTON SCHOOL

## **Physical contact and intervention**

I understand the school policy regarding physical contact and intervention and understand that staff will physically intervene as a last resort to maintain a safe learning environment for all.

**This understanding is required as a condition of placement at Gretton School.**

At Gretton School we are aware that our students have a range of physical and emotional needs. We believe it is important to ensure our students feel safe and secure, and it is important we are able to address issues which arise that may cause a child to be upset.

If appropriate, in such a situation we would like to be able to give a pupil a reassuring hug or hold their hand for example. Physical contact may also be necessary as a result of school activities; such as assisting children to use the trampoline.

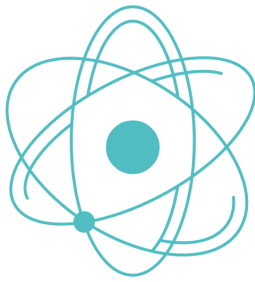
There may also be times when a pupil is agitated or distressed, and in danger of harming themselves or others. In this situation we would need physical contact to ensure they stay safe and unharmed. This may take the form of physical intervention/restraint, using Positive Behaviour Management techniques, using minimal force.

In the case of children with a disability, it may be necessary to physically assist them in an emergency, for example in the case of fire.

## **IT use**

I give permission for my child to use e-mail and the Internet for independent research. I understand that staff will educate and advise students around e-safety and appropriate internet use in order that students will then be held accountable for their own actions. I also understand that some of the material in the Internet may be unsuitable and I accept shared responsibility with school staff for setting standards for my child to follow when selecting, sharing and exploring information.

**This consent is required as a condition of placement at Gretton School.**



# GRETTON SCHOOL

## G Suite use

I give permission for my child to use G Suite and associated Apps for Education. I also understand that Gretton School will provide and manage a G Suite for Education account for my child. **This consent is required as a condition of placement at Gretton School.**

G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world.

## Home School Communication

I give permission for the school to contact me via email or text message to pass on relevant information and notifications.

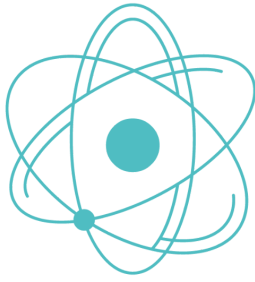
Working in close partnership with parents and carers is an essential part of our school culture, as we recognise that parents know their child best. Parents are always welcome at the school and the staff are always ready to listen, give support and provide reports on each child's progress.

Class staff maintain regular communication with parents via email, telephone and the home school diary, to facilitate a consistent approach between home and school.

Individual Education Plans (IEPs), Individual Behaviour Plans (IBPs), End of Term reports and Annual Review reports provide parents with regular updates on their child's progress.

Where students attend regular speech and language therapy or occupational therapy sessions, weekly updates are emailed to parents providing feedback from each session. Parents can also request a telephone call or appointment to meet with therapists; including our Drama Therapist, Music Therapist and the Educational Psychologist.

In addition, a regular newsletter provides parents with an update on whole school projects and developments. As a growing school we appreciate the support of parents in preparing our students



# GRETTON SCHOOL

for necessary changes, which are carefully considered and planned to provide for gradual transitions.

Email is the main form of communication with parents and is used to send general notifications and information about events, support groups etc. Please advise the school if you would prefer to receive letters by post or if there are changes to your contact details to ensure that you continue to receive this information.

## **Educational visits**

I give permission for my child to take part in short supervised walks, bus travel or school vehicle travel under the supervision of Gretton Staff, in the locality as part of curriculum enrichment and social skills development, the areas covered are within Girton, Histon and Cambridge City Centre.

Safely managed educational trips with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Gretton as a successful school. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them.

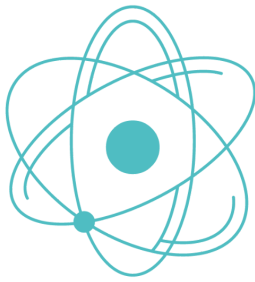
Further parental permission will be sought for any other educational trip or activity.

Boarding students regularly attend activities in the local community, for example youth club or swimming. These will be outlined in their activity planner and parental consent will be sought as appropriate.

## **Assessment**

I give permission for my child to be assessed as appropriate, by the school Educational Psychologist, Speech and Language Therapist, Occupational Therapist, Music and/or Drama Therapist and Art Therapist, and ongoing therapy.

On occasion it may be beneficial for us to arrange for your child to be assessed by the school's Educational Psychologist, Speech and Language Therapist, Occupational Therapist, Music Therapist and / or Drama Therapist and Art Therapist, in order to fully understand and cater for their needs.



# GRETTON SCHOOL

The school will inform you of any planned assessments and provide you with copies of the reports. It may be a recommendation of any assessment that your child would benefit from ongoing therapy, which we would discuss with you in advance.

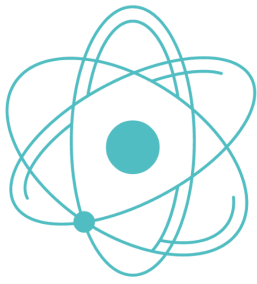
## **Personal electronic equipment**

If your son/daughter brings any personal electronic equipment you accept that Gretton School will not hold any financial responsibility for loss or damage.

Students at Gretton School have access to IT for lessons and school work where appropriate. Included in our ICT lessons is safe and responsible internet usage. Our own security for school equipment includes controlled blocks of inappropriate sites. If your child's personal electronic device has internet connectivity such as 3/4G, then you need to be aware that the school's security system is bypassed and staff may not be able to ensure appropriateness of sites used. We continue to work together with you to educate our students in the need for responsible use of the internet and ICT. However if students are not complying with the school's e-safety policy then the privilege of bringing such devices into school would need to be considered and where appropriate removed.

Staff will take all reasonable precautions to ensure students' personal electronic items are kept safe and used appropriately, however, the school cannot take any financial responsibility for loss or damage.

Parent/Carer Name 1:	
Signature 1:	
Date 1:	
Parent/Carer Name 2:	
Signature 2:	
Date 2:	



# GRETTON SCHOOL

If you wish to change any consent in this form after signing, then changes must be made in writing to the Head Teacher or emailed to [info@grettonschool.com](mailto:info@grettonschool.com)