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| **FOR OFFICE USE ONLY** | Birth Cert.  Yes / No | Newcomer  Yes / No |

# DATA COLLECTION FORM

# This form MUST be completed and returned either by email (scanned copy) to [agraham013@c2kni.net](mailto:agraham013@c2kni.net) or by post to the school no later than Friday, 12th June 2020. It is essential that this documentation is provided in order to ensure that your child is fully registered with the school.

Also, a copy of your **child’s birth certificate** is required by the school (long birth certificate only). This is an Education Authority requirement.

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| **Preferred Surname:** |  | **Legal Surname:**  (if different) | |  | |
| **Preferred Forename:** |  | **Legal Forename:**  (if different) | |  | |
| **Middle name:** |  | **Gender:** | | **Male / Female** | |
| **Date of Birth:** |  | **Brother/Sister currently or previously attended Lurgan JHS** | | **Yes / No** | |
| **Name(s) of Brother/Sister(s)**  **currently attending & year** |  | | | | |
| **Name(s) of Brother/Sister(s)**  **attended in past** |  | | | | |
| **Address:**  *(Must include House Name or House Number)* |  | | | | |
|  | | **Post Code:** | |  |

**Details as follows: No. 1 & 2** - persons who legal parental responsibility

**No. 3** - anyone you wish to be contacted in an emergency other than 1&2

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| **No. 1 PARENT** | **Please indicate relationship to Pupil e.g. Parent/Step-parent: [ ]** | | | | | | |
| Surname: | Forename: | | | Title: | | Mr/Mrs/Ms |
| Address: | | | | Postcode: | | |
| Home Tel: | | Mobile: | | | Text Service (see Overleaf):  🞎 | |
| Work Tel: | | Email | | | | |
| **No. 2 PARENT** | **Please indicate relationship to Pupil e.g. Parent/Step-parent: [ ]** | | | | | | |
| Surname: | Forename: | | | Title: | | Mr/Mrs/Ms |
| Address: | | | | Postcode: | | |
| Home Tel: | | Mobile: | | | Text Service (see Overleaf):  🞎 | |
| Work Tel: | | Email: | | | | |
| **No. 3 OTHER** | **Please indicate relationship to Pupil e.g Grandparent/Childminder: [ ]** | | | | | | |
| Surname: | Forename: | | | Title: | | Mr/Mrs/Ms |
| Home Tel: | | | Mobile: | | | |

**Text Service Number:**

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| **The school uses a Text Service to inform of events or unplanned closures.** Please print clearly the mobile number on which you wish to receive the Text Message. | **Mobile No.** |

**Email Address:**

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| **The school uses an App to email letters etc. to parents.**  *Please print address clearly* | **Email Address** |

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| **Meal Arrangements (Circle appropriate choice below)** | | | **Eligible for Free Meals Yes/No**  *Applications for free meals must be made every year on-line* |
| Free School Meal | Paid School Meal | Packed Lunch |

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| **Medical Practice:** | **Telephone:** |
| **Address of Medical Practice:** | |
| **Medical Information:** | |
| **Special Dietary Needs: YES or NO** *(delete as appropriate. If yes, contact school asap)* | |

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| **Previous Primary School:** | **Date of Admission:** | |
| **Reason for Leaving:** | **Date of Leaving:** | |
| |  |  | | --- | --- | | **Religion:** Christian OR Other, please state |  |  |  |  | | --- | --- | | **Ethnicity:** White OR Other e.g. Chinese etc. please state |  |  |  |  |  |  | | --- | --- | --- | --- | | **Home Language:** e.g. English OR Other | *(please specify)* |  | **Do you require an interpreter?**  **Y E S / N O** | | English as a second language | YES / NO | | **If yes**, name country of origin |  | | **If yes**, write start date in Primary School |  |  |  | | --- | | The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR)  The school has a duty to protect this data and to keep it up to date.  The school is required to share some of the data with the Education Authority and with the Department of Education. | | | |
| **Signature:** | | **Date:** |

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| **PUPIL AGREEMENT - INTERNET ACCEPTABLE USE** |

*Please read and discuss with your son/daughter. Pupil must sign.*

*All pupils are requested to adhere to the instructions and guidance given below when using the Internet and or ICT equipment/devices.*

*Pupils are requested to sign this Acceptable Use Agreement Form below prior to beginning in September.*

1. *I will only access the network system with my own username and password details which I will keep secret.*
2. *I will not access other people’s folders, files or work.*
3. *I will use the Internet and ICT devices/equipment including mobile phones appropriately and responsibly.*
4. *If/When using CDs or memory pens to transfer work from home to school or vice versa, I will check for viruses before use.*
5. *I will only e-mail people my teacher/parent has approved.*
6. *Any messages or images I send via text or e-mail will be polite, appropriate and supportive of the entire school community.*
7. *I will not disclose my personal details or anyone else’s or arrange to meet someone without my parent/guardian’s permission.*
8. *I will report any unpleasant material or messages sent to me. I understand my report would be confidential and could help to protect other pupils.*
9. *I will not violate copyright laws.*
10. *I understand that the school may check my computer files and may monitor the Internet sites I visit.*

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| ***Pupil’s Signature:*** |  | ***Date:*** |  |

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| **PARENT/GUARDIAN CONSENT/PERMISSION SECTION** |

**INTERNET ACCEPTABLE USE** *Please read and discuss with your son/daughter.*

*As the parent/guardian of the pupil named on this form, I grant permission for my son or daughter to use the Internet and ICT equipment/devices (by signing this document).*

*I understand he/she will be responsible and accountable for their use/misuse.*

*I also understand that some materials on the Internet may be inappropriate and as such accept responsibility for setting standards for my son/daughter to follow when using the Internet and any other ICT equipment/devices including his/her personal mobile phone.*

*I understand and accept the procedures that Lurgan Junior High School has in place to promote cyber safety and to combat misuse of the Internet and all ICT equipment/devices.*

**CYBER SAFETY USE OF INTERNET / ICT EQUIPMENT/DEVICES INCLUDING MOBILE PHONES**

*As part of the Key Stage 3 Curriculum, Lurgan Junior High School offers pupils supervised access to a filtered Internet and e-mail service to facilitate and enhance learning and teaching across all subjects.*

*Most young people in our school experience the use of the internet and the use of mobile phone as a positive, productive and creative part of their activities providing opportunities for learning. When used appropriately it can be beneficial, developing the qualities of responsibility, independence and confidence.*

*Within the school environment, a clear set of rules and procedures – ‘Cyber safety, Network ICT Etiquette’ has been implemented. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow.*

*Please ensure that this advice is discussed with your child before forms are completed and returned to school.*

*We are confident that when we work in partnership with parents, pupils and teachers, your child can be safe and protected from cyber bullying.*

**RELATIONSHIPS AND SEXUALITY EDUCATION**

Society, media, and peers each contribute to the increased pressure that our young people experience in connection with relationships and sexuality. In Lurgan Junior High School, we are committed to delivering high quality Relationships and Sexuality Education, which empowers our pupils to develop a healthy respect for themselves, relationships with others and sexual health.

*However, such technologies can also be used negatively. Therefore, prior to your son/daughter’s arrival at school, please read the enclosed information, ‘Advice for Parents’. This outlines Lurgan Junior High School’s expectations for safe and appropriate use of the Internet and all ICT equipment/devices including the use of mobile phones. When misuse of the internet at home or school impacts on school life i.e. e-bullying, the school will invoke its Code of Behaviour and Discipline Procedure.*

Relationships and Sexuality Education is a component of our Personal Development curriculum in school and is delivered in a sensitive and age-appropriate manner.

Often parents find it difficult to cope with the varying messages their children receive and feel ill-equipped to talk to them about the issues of choices, consequences, and responsibilities in this area.

In response to this, and as part of our programme of Relationships and Sexuality Education, the school has engaged a team from **Love for Life** to present their Sexual Health Sessions to our **Year 8** and Year **10 pupils**. This supports our pupils and their carers in dealing with the increasing pressures upon young people to engage in premature sexual activity and other risk-taking behaviours.

If you require any additional information please contact the school, or alternatively, you can contact the ‘Love for Life’ team at:

* Telephone: (028) 3882 0555
* Email, info@loveforlife.org.uk
* Web Site, [www.loveforlife.org.uk](http://www.loveforlife.org.uk) – You may view the material used in school presentations on this website, including the presentations used with our pupils :-
* Year 8 – ‘Izone’ / Year 10 – ‘Icebergs & Babies’

**It is a matter of personal choice for you and your family as to whether you wish your child to avail of this programme.**

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| **Please indicate below by ticking the appropriate box.**  ***I give permission ❑ I do not give permission ❑*** *(Tick as appropriate)* |

**HOME ECONOMICS – PERMISSION TO COOK**

*As the parent/guardian of the pupil named on this form, I grant permission for my son or daughter to take part in Home Economics lessons where he/she will be cooking.*

*I understand that he/she will be responsible and accountable for his/her behaviour and safety whilst using the Home Economics equipment.*

*If your child has a food allergy, please give details below and ensure your child makes his/her teacher aware of the allergy:*

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| *Details of allergy:* |

*Please note that the Home Economics department cannot guarantee that traces of the offending ingredient(s) will not be present in food products or on equipment used in food preparation.*

*As far as possible, pupils with food allergies should take home the food they prepare in Home Economics, rather than eating it in class.*

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| ***I give permission ❑ I do not give permission ❑*** *(Tick as appropriate)* |

**DIGITAL IMAGERY**

**CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE**

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families/legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil’s image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (**\*newspaper and media companies will often use a full name and we will not seek further permission for this**). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

**A pupil aged 13 or over and who is considered capable of giving their own consent** can complete this form on their own behalf.

**Parents/legal guardians of pupils under the age of 13 or pupils over the age of 13 and not considered capable of giving their own consent** should complete this form on behalf of the pupil.

This consent form is valid for the academic year 2020 to 2021. It will be updated on an annual basis. Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

* New requirements for consent, e.g. any new social media accounts
* Changes to school circumstances, e.g. if a new Principal/ Board of Governors review/s how the school markets itself

**Cont…**

**Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form.** If you do not consent to a particular use of your (current pupil age 13+) or your child’s information, you/your child will not suffer any detrimental effect as a result.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

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| I give permission for photographs, voice recordings or videos of me (current pupil age 13+)/my child to be taken and used within school, for example: displays in school entrance. | Yes/No |
| I give permission for photographs of me (current pupil age 13+) /my child to be used in the printed school prospectus. I understand that it is posted in PDF format on the School website. | Yes/No |
| I (current pupil age 13+)/My child may be named in the caption or article associated with the image in the school prospectus. | Yes/No |
| I give permission for photographs, voice recordings or videos of me (current pupil age 13+)/my child to be used on the School's website and our school-managed social media portals, for example: as part of a school trip blog. | Yes/No |
| I give permission for me (current pupil age 13+)/my child’s work to be used on the school website and our school-managed social media portals. | Yes/No |
| I (current pupil age 13+)/My child may be named in the associated captions or articles on the website or school-managed social media portals. | Yes/No |
| My (current pupil age 13+)/My child’s image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes. | Yes/No |
| I give permission for visiting organisations to take photographs or video footage of me (current pupil age 13+) /my child and use them in local or national publications, on websites and on radio or television programmes. | Yes/No |
| My (current pupil age 13+)/My child's name\* may be used in connection with this material. (\*In these instances, full names are often used). | Yes/No |
| I (current pupil age 13+)/My child may feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school or externally to help raise teaching standards. | Yes/No |

* Please be aware that websites and social media can be viewed throughout the world and not just in the United Kingdom where UK law applies. Our current social media accounts are as follows:
* Website: [www.ljhs.co.uk](http://www.ljhs.co.uk)
* Facebook: [www.facebook.com/ljhs.co.uk](http://www.facebook.com/ljhs.co.uk)
* Instagram: @lurganjuniorhighschool; ljhs\_history; ljhs\_podcast; ljhs\_dramaclub; ljhs\_geog; lurganjhs\_music
* Twitter: @Lurgan\_JHS
* We may continue to use your (current pupil age 13+)/your child's image or footage after they have left the School in promotional materials or on our social media or website accounts.
* We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.
* We may include a pupil’s written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

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| ***I give permission ❑ I do not give permission ❑*** *(Tick as appropriate)* |

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| ***Parent/Guardian’s Signature:*** |  | ***Date:*** |  |

**School Fund and Other Costs**

Pupils will receive a letter home on their first day of school indicating money required for the following:

* School Fund: 1 child = £30, 2 children = £55 and 3 or more children = £65
* Other costs (Year 8 only): £25 towards cost incurred in Art, Home Economics, Technology and Design and Science.

If you would prefer, you may forward a cheque made payable to ‘Lurgan Junior High School’ along with this form for your convenience.