



Castle Rushen High School

Student Registration & Consent Form

The enclosed forms are to be completed for entry into Year7 and Year12 and returned to the School at your earliest convenience. Please remember to update the school as soon as possible with any changes

Please complete this form clearly and in block capitals.

Section 1 - Student Details

Please complete the details in this section as indicated on your child's birth or adoption certificate. If the name entered differs from the birth certificate please provide the relevant supporting documentation.

Legal Surname: Legal Forename and Middle Name:

Chosen Name: First Language:

Current IOM Address:

..... Postcode:

Student Mobile No: Student Email:

Date of Birth: Gender: Male / Female Year Group:

Travel Arrangements:

Car Walk Taxi/ Other School Bus Service Bus No

Lunch Arrangements:

Home for lunch Packed Lunch School Meal

Name(s) of any siblings currently at Castle Rushen High School:

.....

Previous School (name and address)

.....

Dates of attendance. From: To:

Section 2 - Student Medical Details

	Yes	No
Does your child have Special Educational Needs? If yes please provide more details:		
Does your child have allergies (severe reactions-medically diagnosed) that the school needs to know about? If yes please provide more details such as has your child been prescribed an auto-injector:		
Does your child have asthma requiring the use of an inhaler?		
Does your child have a medical condition that the school should be aware of? If yes please provide more details:		
Does your child take regular medication at home that the school should be aware of? If yes please provide more details:		

Family Doctor / Group Practice:

If your child has a condition requiring medication that needs to be held in the school such as an epipen, asthma inhaler, diabetes medication, epilepsy medication etc please contact the School Office. Where possible, medication should be administered out of hours.

Section 3 Parent Details

The parent details should be completed as per the birth or adoption certificate; if the information provided below differs from that document please provide the relevant supporting documentation. The people named below will be entered onto our database as having parental responsibility. Please indicate the priority you wish for them to be contacted i.e. 1, 2, etc.

We use a system called InTouch from Capita (<https://www.capita-sims.co.uk/products-and-services/sims-intouch>) to enable us to communicate via email or text message. Only contacts with parental responsibility will receive this type of communication.

Priority: _____ **Relationship to Student:**

Parent full name:Mr/Mrs/Miss/Ms/Dr.....

Current IOM address (if different from the Student Details):

.....**Postcode:**

Telephone Home: **Mobile:**

Work Telephone:

Only one email address can be used for InTouch, please circle the email address to be used.

Home email: Y N

Work email: Y N

Priority: _____ **Relationship to Student:**

Parent full name:Mr/Mrs/Miss/Ms/Dr.....

Current IOM address (if different from the Student Details):

.....**Postcode:**

Telephone Home: **Mobile:**

Work Telephone:

Only one email address can be used for InTouch, please circle the email address to be used.

Home email: Y N

Work email: Y N

Dual Mail

If parents live at separate addresses and wish to receive additional copies of correspondence issued to their child (dual mail).

Please indicate this below:

Contact 1 Y N

Contact 2 Y N

Further Contact Details

Please add any other person that you wish to be contacted in an emergency and indicate the 'priority' you wish for them to be contacted i.e. 1, 2, etc they will be added in the order listed below.

Priority: _____ **Relationship to Student:**

Contact full name:Mr/Mrs/Miss/Ms/Dr.....

Current IOM address (if different from the Student Details):
.....Postcode:

Telephone Home: Mobile:

Work Telephone:

Home email:

Work email:

Priority: _____ **Relationship to Student:**

Contact full name:

Current IOM address (if different from the Student Details):
.....Postcode:

Telephone Home: Mobile:

Work Telephone:

Home email:

Work email:

Priority: _____ **Relationship to Student:**

Contact full name:Mr/Mrs/Miss/Ms/Dr.....

Current IOM address (if different from the Student Details):
.....Postcode:

Telephone Home: Mobile:

Work Telephone:

Home email:

Work email:

Section 4 Parental Consent

I give permission for the following – put a cross in the relevant box.

Educational visits	Yes	No
My child may be taken on educational visits on foot or by bus (including public buses which do not have seatbelts) in connection with school work or sporting events.		
My child may be taken on educational visits by minibus (several members of staff are registered minibus drivers) in connection with school work or sporting events.		
My child may be transported (for educational visits or sporting events) in public hire vehicles i.e. taxi, on public transport, by school minibus or in a teachers' car where adequate insurance is in place and there is a chaperone as necessary.		

Photograph/video/mobile device permission	Yes	No
<p>During the School year there are likely to be opportunities to publicise school activities or for students to conduct coursework using a variety of types of recording.</p> <p>Such recordings may subsequently appear on the school's website, in display material in the school's communal areas, externally (e.g. at an exhibition promoting some aspect of the school curriculum or particular school achievement) or in the media</p> <p>Castle Rushen High School has adopted certain safeguards in order to minimise any risk to your child and to allow the exercising of personal choice:</p> <ul style="list-style-type: none"> ✓ Only appropriate images will be taken ✓ Images will be kept securely and destroyed after their required time ✓ Any external photographer will have the validity of their organisation checked ✓ Appropriate levels of supervision will be undertaken at all times 		
Photographs of my child may be displayed within the school building or in school publications along with their forename		
Photographs of my child may be displayed on the school website. Please note that links to our website may be added to social media sites, such as Facebook and Twitter, but the school retains control of the photographs.		
Photographs of my child may be displayed on social media eg Facebook. (Please be aware that the School has no control over use of images on social media)		
<p>Photographs of my child may be published in the media (television/web/local newspapers or magazines in connection with school activities; for example, sports events, concerts etc). I understand that in these situations my child's photograph may be accompanied by their full name and school name if the media so wishes.</p> <p>Please note that the school does not have control of how images taken by the media are published.</p>		
Individually named photographs of my child may be published in local newspapers in connection with school activities (for example, sports events, concerts etc).		
Photograph of my child, their date of birth and exam number being printed on their smartcard. Without these items it will not be possible to use the smartcard as an Official ID card and increases the risk of financial loss if the card is misplaced.		
My child can be videoed during school events/plays (this can be used for school information / educational events if necessary).		
My child using their mobile device in school for education purposes in line with the school's ICT acceptable use policy. The full ICT policy is on our school website and in every student planner. NB: This only applies to students in Yr I I and above.		
My child can attend lessons covering sex education as part of the PSHE curriculum. Please note, all other aspects of the PSHE curriculum is compulsory, as is the 'reproduction' topic in the Science curriculum.		

Data Sharing	Yes	No
My child's details may be shared with the Department of Health & Social Care ie, for the organisation of HPV vaccinations, School Health referral etc.		
My child's name and school email address to be used to make a MyMaths account. MyMaths is used to deliver teaching of maths across all year groups and key stages in the school.		
My child's name, year group and maths class, to be used to make a TT Rockstars account. TT Rockstars is used to develop student skills with times tables.		

Data Sharing continued...	Yes	No
My child's name and school email address to be used to make a Seneca Science account. Seneca is used to deliver teaching of Science across all year groups and key stages in the school.		
My child's name, date of birth and gender to be used to create a Reading Cloud account. Reading Cloud is the online library system to catalogue the school's library books which students can access to develop their reading and support homework study.		
My child's name, date of birth and gender to be used to create an Accelerated Reader account. Accelerated Reader is used to deliver literacy work appropriate to a child's reading age to all student in years 7 & 8.		

If you wish to withdraw your consent at any time please contact the School Office in writing, either by letter or via email, confirming which of the above you wish to withdraw.

Section 5 Parent Pay

ParentPay is an online payment option for paying for school meals. It enables parents/carers to pay online at a time that suits them and eliminates the need for students to carry cheques or money to school. It is also possible to view what has been purchased, and to keep track of the student's current balance.

If you choose this payment option, you will receive a letter through the post with a username and password, along with directions to the ParentPay website and account activation instructions.

For new students to the school: Please be aware, however, that you won't receive this letter until the first week of September, so it will still be necessary to make an initial payment by cheque/cash.

I would like access to ParentPay for the student names above. Please note that if you already have an existing account set up for your child's primary school, you are still required to tick this box. We will then provide you with a new username and password to enable your existing account to be used at Castle Rushen High School,

I do NOT want access to ParentPay for the student names above

A leaflet is enclosed, for new students to the school, providing details of our cashless catering and ParentPay or you may contact the school office with any further questions.

Section 6 – Additional Information

Section 7 – Data Processing

As a member of a school community it is necessary to process your information but this will only be done in accordance with Data Protection Principles. To understand how the Department of Education, Sport and Culture obtains and processes your information please visit this link: <https://www.gov.im/about-the-government/departments/education-sport-and-culture/data-processing/>

The information you provide, and that obtained from other relevant sources, such as registers, letters you send in, forms etc will be treated confidentially and used by your child(s) school to fulfil its legal/statutory obligations. Elements of this information may also be shared with third parties, as detailed on the school's privacy notice, who support the school in the delivery of their statutory requirements, where necessary to confirm factual information provided by you, to protect public funds, including the prevention and detection of fraud and/or otherwise required by law.

I have read and understood the above information.

Signed: Full Name:

Parent / Guardian

Section 8 - Declaration

This section must be completed by a person with parental responsibility named in Section 3.

I can confirm that the information given on this Data Collection Sheet is to the best of my knowledge, true.

Y	X	N	X
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Signed:

Full Name:

Parent / Guardian

Date:

Please return the completed form to:
School Office, Castle Rushen High School, Arbory Road, Castletown, Isle of Man IM9 IRE

