

## **Academy Data Collection Document 2023/2024**

<b>Student:</b>	
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Dear Parent/Carer,

We write to you on an annual basis to ensure that the information we have recorded regarding your child remains up-to-date.

This not only ensures compliance with Data Protection laws but it is also an important safeguarding measure to ensure we have an appropriate and accurate list of emergency contacts for each student.

Please check over the information we hold currently and make amendments where necessary. We ask that any boxes currently shown blank are now completed for the first time.

Information covered in this booklet:

- Child name and personal details
- Parental contacts
- Other emergency contacts
- Names of siblings on roll
- Medical practice and notes
- Special Educational Needs
- Ethnic/Cultural details
- Meal arrangements
- Additional notes
- Photography/Video Usage Permissions

If you have any queries about completing this form, or any other information you need to make us aware of, please contact the Sixth Form Office on 01603 734150 or via email to [sixthform@ormistonvictoryacademy.co.uk](mailto:sixthform@ormistonvictoryacademy.co.uk)

**RETURN TO:**

Mrs Gallagher, Study Room, Lord Nelson Sixth Form (Trafalgar Block),  
Ormiston Victory Academy, Middleton Crescent, Costessey, Norwich,  
Norfolk, NR5 0PX

## Data Collection Sheet 2023/2024

Please check that the information below is correct and complete..

<b>Preferred Surname:</b> <b>Preferred Forename:</b> <b>Middle name:</b> <b>Date of Birth:</b>	<b>Legal Surname:</b> <b>Legal Forename:</b> <b>Gender:</b> <b>Year Group:</b>
<b>Home Address:</b>  <b>Student Mobile:</b>	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Rank them in the order that you wish for them to be contacted in an emergency. Please list any non-parental contacts **without** the **additional details** completed. We strongly recommend providing as many emergency contacts as possible but always a **minimum of two**.

Priority Order	Legal Name / Relationship to student / Parental Responsibility	Home Address / Telephone Numbers / Email Address	Additional Details <small>Only applicable for those with parental responsibility</small>
<b>1</b>	<b>Title:</b>	<b>Address (if parental):</b>	<b>Date of Birth:</b>
	<b>Forename:</b>		
	<b>Middle name:</b>	<b>Home:</b>	<b>Electronic Mailing (True/False):</b>
	<b>Surname:</b>		
	<b>Relationship to student:</b>	<b>Mobile:</b>	
	<b>Parental Responsibility (True/False):</b>		<b>Work:</b>
	<b>Email:</b>	<b>Receive Reports (True/False):</b>	
<b>2</b>	<b>Title:</b>	<b>Address (if parental):</b>	<b>Date of Birth:</b>
	<b>Forename:</b>		
	<b>Middle name:</b>	<b>Home:</b>	<b>Electronic Mailing (True/False):</b>
	<b>Surname:</b>		
	<b>Relationship to student:</b>	<b>Mobile:</b>	
	<b>Parental Responsibility (True/False):</b>		<b>Work:</b>
	<b>Email:</b>	<b>Receive Reports (True/False):</b>	
<b>3</b>	<b>Title:</b>	<b>Address (if parental):</b>	<b>Date of Birth:</b>
	<b>Forename:</b>		
	<b>Middle name:</b>	<b>Home:</b>	<b>Electronic Mailing (True/False):</b>
	<b>Surname:</b>		
	<b>Relationship to student:</b>	<b>Mobile:</b>	
	<b>Parental Responsibility (True/False):</b>		<b>Work:</b>
	<b>Email:</b>	<b>Receive Reports (True/False):</b>	

**Does the student have any siblings at victory? If so, please provide their name / year / form**

Medical Practice					
Doctor's Surgery:		Telephone:		Address:	

**Medical Notes (Please add any serious illness, accident, operation, medical condition, allergy, or regular treatment or medication of which the academy should be aware):**

Dietary Requirements

**Special Educational Needs and Disabilities**

Does your child have any special educational needs, a disability or any additional support with exams?  
YES / NO. If so please give details:

Additional Notes
Is there any other information which you would like to make us aware of?

Ethnic / Cultural / Additional Information	
<b>Ethnicity:</b>	Ethnic group name e.g. White - British
<b>First Language:</b>	First language should be the language that the student is most fluent in. Additional languages include other languages spoken at home either by the child or a parent/carer.
<b>Additional language(s) spoken at home:</b>	
<b>Religion:</b>	State name of religion e.g. Christian or N/A
<b>Nationality:</b>	E.g. British
<b>Country of Birth:</b>	Name of country e.g. United Kingdom
<b>Traveller:</b>	Specify traveller type E.g. Romany or N/A
<b>Currently in care:</b>	Child is in Local Authority or Foster Care (Yes, No or N/A)
<b>Previously in care:</b>	No longer in care following an adoption order (Yes, No or N/A)
<b>Previous School:</b>	State the name of the last school attended before OVA
<b>Young Carer:</b>	The student cares for someone else at home (Yes or No)

## General Data Protection Regulation (GDPR) 2018:

Ormiston Academies Trust holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law - please see the Academy Privacy Notice which is available on our website at [www.ormistonvictoryacademy.co.uk](http://www.ormistonvictoryacademy.co.uk) or paper copies are available upon request.

<b>Parent/Carer Signature</b>	..... Date: .....	<b>Student Signature (if aged 13+)</b>	..... Date: .....
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## Sixth Form Home-Academy Agreement 2023/2024

### Lord Nelson Sixth Form College will:

- Provide a safe, healthy environment.
- Praise and reward learner achievement and success.
- Work with parents and learners to ensure that every learner achieves their full potential.
- Encourage and insist upon the highest standards of behaviour.
- Make lessons engaging and interesting.
- Report regularly to parents and learners on progress and explain what they need to improve.
- Keep parents and learners informed about academy activities.
- Develop mutually beneficial partnerships with employers and the community.
- Welcome parents as partners in the work of the academy and treat parents and learners with respect.
- Provide a balanced and relevant curriculum.
- Regularly seek the views of parents and learners on their experiences in the academy and feedback on how we have acted on recommendations.



Miss N. Palmer  
Principal



Mr R. Timm  
Assistant Principal – 6th Form

### Parents/Carers will:

- Ensure that my son or daughter attends all timetabled lessons, on time, properly equipped and wearing attire that follows the dress code.
- Make the Sixth Form Team aware of any concerns that may affect my son or daughters' work or behaviour.
- Encourage my son or daughter to behave well and respect the rights of others to learn without disruption to lessons.
- Ensure my son or daughter completes their homework on time.
- Attend Parents' Evenings, Information Evenings and discussions about the progress made by my son or daughter.
- Communicate with academy staff in a climate of mutual respect.
- Work in partnership with the academy to promote the best interests of my son or daughter's education.
- Agree to my son or daughter being photographed for publicity purposes.
- Agree to follow the reporting procedure when in contact with the academy.
- Agree to all academy communications being delivered by other means rather than being posted where applicable.
- Ensure that contact is made with the Sixth Form Office on the day, if my son or daughter cannot attend Sixth Form for a particular reason.
- Allow us to contact your son or daughter via mobile.

### Learners will:

- Follow codes of practice.
- Aim for 100% attendance and always be on time.
- Scan out using the InVentry scanner in the Trafalgar Block, if they are leaving the academy site at any point during the day. They should also scan back in upon their return. If they arrive late they should immediately go to their lesson and sign in with their teacher.
- Adhere to the Sixth Form dress code and be aware that failure to do so will result in being sent home to change into appropriate clothing.
- Bring all equipment needed each day.
- Complete all classwork and homework to a high standard and to achieve their personal best.
- Attend all timetabled GCSE Mathematics or GCSE English resit lessons, if required to.
- Attend all timetabled examinations on time.
- Be proud of achievements and work with teachers to set targets for improvements.
- Attend all lessons on time, including study sessions.
- Be polite and helpful to others and be a good team member.
- Show the utmost respect to all staff, visitors and fellow learners in the academy.

- Keep the academy free of litter and respect all academy property.
- Take pride in being a valued member of the academy community.
- Agree to strictly adhere to the Acceptable Usage Policy for e-learning. If this is not followed, access to ICT may be removed or restricted.
- Take responsibility for delivering communications to Parents/Carers.
- Not bring any student, member of staff or the academy into disrepute through any form of social media.
- Give consent to the academy and Norfolk County Council to retain my destination details.
- Provide their mobile number so that the academy can make contact when needed.

<b>Student Signature:</b>	
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Name of Student:

**Parents/Carers will:**

- ensure that my daughter/son attends the academy, on time, properly equipped and wearing academy uniform
- make the academy aware of any concerns or problems that might affect my daughter's/son's work or behaviour
- encourage my daughter/son to behave well and respect the rights of others to learn without disruption to lessons
- ensure my daughter/son always completes their homework and I will sign the planner weekly
- attend Parents' Evenings, Information Evenings and discussions about my daughter's/son's progress
- communicate with academy staff as per the contact procedure and in a climate of mutual respect
- work in partnership with the academy to promote the best interests of my daughter's/son's education
- advise the academy if my daughter/son may be photographed, filmed or interviewed for publicity purposes via the annual data checking sheet
- agree to follow the established absence reporting procedure
- ensure the academy has the most up to date contact details

<b>Parent/Carer Signature:</b>	
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## E-Safety Agreement 2023/2024

As the parent or legal guardian of the above student, I grant permission for my child to have access to use the Internet, the Virtual Learning Environment (including Google Classroom) academy Email and other ICT facilities at the academy.

I know that my son/daughter has signed a form to confirm that they will keep to the academy's rules for responsible ICT use, outlined in the Technology Acceptable Use Agreement and to allow them to have access to the Internet. I also understand that my son/daughter may be informed, if the rules have to be changed during the year. I know that the latest copy of the Technology Acceptable Use Agreement is available on the academy website. I am also aware that further advice about safe use of the Internet can be found on the academy website.

I accept that, ultimately, the academy cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the academy will take every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials. These steps include using a filtered internet service, secure access to email, a keystrokes monitoring programme (Impero) and employing appropriate teaching practice and teaching e-safety skills to students.

I understand that the academy can check my child's computer files, and the Internet sites they visit. This can also be monitored by staff throughout the day. I also know that the academy may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. Inappropriate usage of the internet or academy ICT systems may result in a temporary or permanent ban.

I will support the academy by promoting safe use of the Internet and digital technology at home and will inform the academy if I have any concerns over my child's e-safety.

I confirm that I have read and agree to the Technology Acceptable Use Agreement.

Parent/Carer Signature:	
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## Technology Usage Agreement 2023/2024

Please find enclosed the latest update of the Technology Acceptable Use Agreement issued by Ormiston Academies Trust.

The use of ICT including the internet, e-mail, mobile devices, social networks etc. has become a crucial part of learning at the academy and we want all students to be safe and responsible while using these valuable resources.

Students are expected to discuss this agreement with their parent/carers and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Dr Dawn Allen, the academy e-safety coordinator.

Students will not be given access to the internet in the next academic year unless this form has been signed and returned.

### Parent/carers and student signature

We have discussed the acceptable use agreement and ..... agrees to follow the e-safety rules and to support the safe use of ICT at Ormiston Victory Academy.

Parent/Carer Signature:	
Student Signature:	

## Photography and video parent/carers information and consent form

This information explains the reasons why and how Ormiston Victory Academy **and the Trust** that manages us, **Ormiston Academies Trust (OAT)**, may take and use photographs and videos of your child. Please read the information thoroughly and outline your agreement as appropriate by completing the consent form on *pages 2 and 3*.

### **Why do we need your consent?**

We request the consent of parents/carers to take and use photographs and videos of your child for a variety of different purposes. Without your consent, we will not take and use photographs and videos of your child.

### **Why do you we take and use photographs and videos of your child?**

We use photographs and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers and journals.

Where we use images of individual pupils, the full name of the pupil **will not** be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

### **Who else takes and uses images and videos of your child?**

It is common for the school to be visited by local media/press and other approved organisations, who take photographs or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, social media or websites. Additional consent will need to be sought by these organisations.

### What are the conditions of use?

- This consent form is valid for the duration your child attends the school and for a period two years after a child leaves the school. If further use is required, consent will be required.
- The photographs and videos taken are stored securely and when they are no longer required, they are disposed of safely and securely.
- It is the responsibility of parents/carers to inform the school, in writing, if consent needs to be withdrawn or amended.
- We will not use the personal details or full names of any pupil in any photograph or video, on websites, social media, in prospectuses or any other printed publications, unless additional consent is given.
- We will not include personal emails or postal addresses on photographs or videos, on our websites, social media or printed publications.
- We may use pictures/work created by pupils on display boards inside and/or outside of school e.g. in the local supermarket.
- We may use group or class photographs or videos with general labels, e.g. 'sports day'.
- We may use individual or group photographs and videos taken on school trips/visits if consent is given on the consent form. We will not ask again prior to a trip or visit.
- We will only use photographs and videos of pupils who are suitably dressed.
- We will take class images of your child which are available to purchase annually (if applicable).

### Photography and videos parental/carer consent form

Please read the consent form thoroughly and complete - stating what photography and videos you consent to us taking and publishing of your child.

Please tick either 'Yes' or 'No' for each criterion below:

I provide consent to:	Yes	No
Taking and using photographs and videos of my child on any managed and maintained school and/or OAT websites.		
Taking and using photographs and videos of my child on social media, including, but not limited to, Facebook, Twitter, Instagram, LinkedIn.		
Taking and using photographs and videos on <i>internal</i> displays such as posters, screens, noticeboards or otherwise, that can only be seen by approved visitors, staff and pupils.		
Taking and using photographs and videos on <i>external</i> displays such as posters, screens, noticeboards or otherwise, that can be seen by members of the public.		
Taking and using photographs and videos of my child for promotional materials, such as prospectus, brochures, fliers or other materials.		
Sharing my child's data with a school-appointed external photography company for official school photography. This includes the following: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Roll number</li></ul>		
Taking and using photographs and videos of my child for use in local, regional and national media. This may include newspapers, TV, any respective websites and social media.		

### Refreshing your consent

This form is valid for the duration of time your child is at the school and for a period of two years after they leave. It will only be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:



- New requirements for consent, e.g. an additional social media account will be used to share pupil photographs and videos.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's photograph cannot be used.
- Changes to parental consent, e.g. amending the provisions for which consent has been provided.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the **principal via pa@ormistonvictoryacademy.co.uk**

A new form will be supplied to you to amend your consent accordingly and provide a date and signature.

### **Withdrawing your consent**

You have the right to withdraw your consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, we will make every effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed. If you would like to withdraw your consent, you must submit your request in writing to the **principal via pa@ormistonvictoryacademy.co.uk**

### **Declaration**

#### **I understand:**

- Why my consent is required.
- The reasons why we take and use photographs and videos of my child.
- Which other organisations may take and use photographs and videos of my child.
- The conditions under which the school/OAT uses photographs and videos of my child.
- I have provided my consent above as appropriate, and the school will take and use photographs and videos of my child in line with my requirements.
- Photographs and videos of my child will be kept for two years after they have been produced, even if these include pupils that have left the academy. Additional permission will be sought if required for a longer period e.g. alumni.
- I will be required to refresh consent where any circumstances change.
- I can withdraw my consent at any time and must do so in writing to the **principal via pa@ormistonvictoryacademy.co.uk**

*Please sign and date the consent form and return to the academy.*

I, ----- (**name of parent**), understand.

Date and signature-----

I, ----- (**name of pupil**), understand.

Date and signature-----

If you have any questions regarding this form or need help understanding what it all means, or translating it, please do not hesitate to contact the academy at **pa@ormistonvictoryacademy.co.uk** or on 01603 742310.