



## New Student Admission Pack 2017-18

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Tutor Group: \_\_\_\_\_ Year Group: \_\_\_\_\_

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*Belong. Believe. Be Proud.*

## Our School Expectations & Ethos

King Alfred's is an amazing school which provides a first class experience for every child in a safe, happy, caring and purposeful environment. Our ethos is characterised by high expectations and the belief that every child can be successful in both a personal and academic sense.

Our students show mutual respect to each other and the adults within our school and are encouraged to become successful 21st Century learners.

Every child deserves the opportunity to:

- go to school
- learn
- achieve
- dream big
- work towards their goals

Our expectations for students are clear and simple and can be easily supported at home:

- Attend school
- Be punctual
- Be well presented
- Have respect for self and others
- Complete all work to the best of your ability
- Be organised
- Never give up easily and seek help when in difficulty

Our values are summed up simply as **Belong. Believe. Be Proud.**

The **Be Proud. Plan** on page 2 outlines our core values in more detail and summarises what we offer in our school to support all our students to achieve their potential.

If you have any questions, or would like assistance with completing this form please contact the school by phone on 01278 874881, or on email at [sch.514@kingalfred.somerset.sch.uk](mailto:sch.514@kingalfred.somerset.sch.uk)

## Be Proud. Plan

# *Belong. Believe. Be Proud.*

Learning Environments	Presentation of books	Uniform, behaviour, expectations	Marking and feedback	Assessment for Learning
Student prompts & help areas	Big Picture of Learning	Equipment & Seating Plan	Student Responses & Actions	Gap-finding – using data to inform, plan & teach
Clear surfaces and lines of sight	Books as 'revision guides'	Meet & Greet - End & Send (M&G – E&S)	Self & Peer Assessment	Quality Questioning (verbal & written)
Visible Key Messages	Quality Presentation Expectations	Active listening and responding	Literacy Code	Mini-Plenaries/ Reflection Time
Ownership and <i>Pride.</i>	Visible Assessment Criteria	<i>Be Proud.</i>	WWW/ EBI / Green Pen	Specific improvement steps

*Belong. Believe. Be Proud.*

# Parent/Carer Consent Form

## Overview

The safeguarding of our students is of paramount importance to us and during their time at The King Alfred School your son/daughter will be involved in certain aspects of school life for which we need your consent. These are described below. Please read the details provided and then complete, sign and return the consent form as appropriate.

### 1. Appropriate use of Information and Communication Technology (ICT)

Students need to use ICT as an integral part of their learning. Students will explore the internet and consequently they may deliberately or inadvertently access material that is inappropriate or unsuitable. The use of the school network is only permitted via the use of a specifically assigned Logon ID and password. Students should be aware that the school monitors internet traffic and restricts access to unsuitable material. Our monitoring systems will reveal any attempts by individuals to access illegal websites. Information gathered may be passed on to the appropriate authorities for action, which means that students who deliberately seek to misuse school ICT facilities may be identified and asked to explain and account for their actions. **Where necessary the privilege of using ICT at the school may be withdrawn.**

### 2. Participation in routine off-site activities

Routine off-site activities are those activities which may take place within the vicinity of the school as part of our regular programme of work. These may include such things as:

- Music, Art or Drama activities in the Highbridge and Burnham-on-Sea area;
- Curriculum enhancement activities such Religious Education visits to local places of worship;
- Primary school liaison visits;
- As part of the Physical Education programme, students may be selected for sporting events and may need to be transported by mini buses or coaches to other local schools and venues to participate.

All such events are fully supervised by staff and further details will be forwarded to you at the appropriate time.

### 3. Use of photographic and video images

Sometimes we may take photographs or video images of the students at our school. We may want to use these in our school prospectus or other printed publications, as well as on our website or on project display boards at our school. We may also make video recordings for educational use.

From time to time, our school may be visited by the media, education researchers, education providers etc. who will take photographs or video images of a visiting dignitary, high profile events, students working on a particular aspect of the curriculum and so on. Students will often appear in these images, which may appear in local or national newspapers, on television or published in text books, research papers and education journals. It is also the case that these images will appear on the websites of these organisations as well.

### 4. Medical information for trips and visits including sports fixtures

We regularly run trips and visits throughout the year each requiring a medical consent form. Rather than ask parents/carers to complete a new form on for each trip/visit please complete the attached form which can be used for all trips and visits including fixtures. This does not apply to residential trips for which a separate medical consent form is required.

It is important that any updates to these details are made known to the school and to the trip/visit organiser. On each Return Slip for a trip/visit you will be asked to confirm that the medical details that the school holds for your son/daughter are still accurate.

All young people are covered by the Somerset County Council's third party liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

### 5. Permission to administer non-prescription medication

There may be occasions during the school day when the First Aider judges it necessary to administer non-prescription medication e.g. paracetamol. The attached consent form confirms your agreement for the school First Aider to administer non-prescription medication in such circumstances.

(Please note that students should always be encouraged to ensure that they are appropriately hydrated and have eaten in the first instance, rather than seeking to take paracetamol for headaches)

Please tick the box on the right of each section

<b>1. Consent to use ICT Facilities and Services</b>	<b>(please tick the box below)</b>
I have read and understood the information given here about acceptable and appropriate use.	

<b>2. Permission to participate in routine off-site activities</b>	<b>(please tick the box below)</b>
I know of no medical reason why my son/daughter should not participate in routine off-site activities. It is my responsibility to inform the school if he/she is unable to participate in such activities.	
<p>I am aware that:</p> <ul style="list-style-type: none"> <li>- The school has Activities Insurance for students for all trips and activities on and off the school site the key details of which are available from the Finance Office.</li> <li>- All school trips/visits are risk assessed.</li> <li>- Parents should consider taking out additional insurance cover for their son/daughter if they require benefits above those provided by the school.</li> <li>- The Local Authority only provides cover at the school against proven or agreed negligence by the Authority and its employees.</li> </ul>	

<b>3. Permission to use images of your son/daughter</b>	<b>(please tick the box below)</b>
I agree to The King Alfred School using my son/daughter's image in all printed publications that they produce for promotional purposes and on project display boards including the school's plasma screens.	
I give permission for The King Alfred School to use my son/daughter's image on the school website.	
I give permission for The King Alfred School to record my son/daughter's image on video or webcam.	
I give permission for my son/daughter's image(s) to appear in the media.	

<b>4. Medical information for routine trips and visits including sports fixtures</b>	<b>(please tick the box below)</b>
I have completed the Medical Consent Form and understand that I need to inform the trip/visit organiser if there are any changes to the information that I have provided. I agree to my son/daughter receiving medical care including first aid if required.	

<b>5. Permission to administer non-prescription medication</b>	<b>(please tick the box below)</b>
I understand there may be occasions during the school day when the First Aider judges it necessary to administer non-prescription medication e.g. paracetamol. I consent to the First Aider administering non-prescription medication in such circumstances.	

<b>Parent/Carer Signature</b>	
<b>Parent/Carer Name</b>	<b>Date</b>
Please note this consent will be deemed valid from the date signed and for the period of time your son/daughter's records are retained by the school. Please contact us at any time should you wish to amend these consents.	

**Parent/Carer Medical Consent Form  
(for regular internal/external activities)**

1. If your child has any condition or impairment that may require specific management, medical treatment and/or medication during any of the regular activities/trips/visits please give brief details:	
2. If your son/daughter has any allergies or is allergic to any medication please supply details:	
3. If your child has had any recent or historical illness, accident or injury which staff should be aware of please supply details:	
4. Date of your child's last anti-tetanus injection:	
5. Family doctor Name/Address:	
6. Any other medical information that you feel is relevant:	

If you feel that further detail or a discussion is required regarding any of the information that you have supplied please contact the school.

## Parent/Carer Emergency Contact Details Form

Please note:

Two contacts must be provided for your child to ensure that we are always able to contact parent/carers /nominated adult in case of emergency

Parent/carers have a responsibility to ensure that all contacts are kept up to date

Please complete ALL sections below

		Contact/Priority 1				Contact/Priority 2			
Name (for adults with legal parental responsibility)									
Relationship to Pupil									
Contact address if different to pupil									
Contact Telephone Numbers/email	Home:								
	Work:								
	Mobile:								
	Email:								
Contact in an emergency (please tick)		Yes		No		Yes		No	

Please also provide us with an additional one or two contacts with whom we may communicate in an emergency if we are unable to get in touch with the contacts named above

		Alternative Emergency Contact 1				Alternative Emergency Contact 2			
Name (for adults with legal parental responsibility)									
Relationship to Pupil									
Contact Telephone Numbers/email	Home:								
	Work:								
	Mobile:								
	Email:								



# Home/School Agreement

## The School's Responsibilities to Students and Parents/Carers

The school will:

- promote self-discipline and a proper regard for those in positions of authority
- encourage good behaviour and respect for others by modelling these behaviours
- ensure students' behaviour is acceptable by setting and reinforcing clear boundaries
- calmly and consistently challenge students who misbehave
- respond promptly to parental contact
- create a positive, pleasant, safe and orderly learning environment
- recognise and celebrate individual students' success
- implement the Be Proud Plan
- plan and deliver stimulating and challenging lessons, taking into account individual needs
- provide clear information to parents/carers and inform parents/carers regularly about students' progress

## The Students' Responsibilities

### BEHAVIOUR FOR LEARNING EXPECTATIONS

**Students will line up and wait to be invited into the room**

**Staff will meet and greet students at the door**

**Uniform will be checked and challenged where necessary**

**All coats and scarves must be removed**

**Work will be provided to settle the class**

**Students will complete work to an expected standard**

**Students will be silent when staff/other students are speaking**

**Resources will be returned at the end of the lesson**

**Students will wait to be dismissed and will exit in an orderly fashion**

**Positive learning behaviours will be rewarded via the school reward system**

Students must:

- arrive to school and lessons on time
- follow the school's Behaviour Policy
- adhere to the school's Uniform Policy
- have the correct equipment and books for every lesson
- follow the teacher's instructions without questioning
- use appropriate language and volume
- listen to others' views, treat others with respect, and work co-operatively
- use any ICT in accordance to the agreed school policies
- accept responsibility for your own behaviour
- try their best in all aspects of school life

## The Parent/Carer Responsibilities

I/We the parent(s)/carer(s) will help my/our child to make good academic and pastoral progress at school by:

- ensuring my/our child attends school regularly and punctually
- informing the school when my/our child is absent
- ensuring that my/our child leaves home every day appropriately dressed, equipped and prepared for the school day
- actively supporting the school in its efforts to ensure that my/our child's behaviour and attitude are always appropriate and in the best interests of all students, allowing successful learning and the highest possible achievement for all to occur
- actively supporting my/our child with homework, making effective use of the homework diary and provide a suitable space for study at home
- informing the school, initially via the Form Tutor, of any areas of concern/problems that may affect my/our child's learning or behaviour
- making every effort to attend school information evenings and parents'/carers' meetings
- **ensuring that the KAS Parent/Carer Consent Form is accurate and kept up to date. This is vital to ensure that we are able to contact you in an emergency.**

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## Student / Pupil ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me:
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

PTO

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- I will only use my own personal devices (mobile phones / USB devices etc) in school in line with the school policy. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites in school.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student:		Tutor Group:	
Student Signature:		Date:	
Parent/Carer Signature		Date:	

## Mobile Phone Agreement

Students must sign this agreement if they wish to bring a mobile phone into school. You must not take a mobile phone or any other digital device into a public examination. The school will withdraw this agreement and ban mobile devices if the agreement is not followed.

Students are reminded of the anti-bullying and behaviour policies.

Make sure that your phone:

- Does not disrupt lessons and other school events
- Is not used to harass or otherwise intimidate any person
- Is always used in accordance with the guidance below

I understand that:

- Mobile phones are permitted in school provided the rules below are observed.
- My mobile phone is my responsibility at all times and is brought into school at my own risk. As such the school cannot accept liability for any loss/damage.
- Mobile phones must be switched off and out of sight at all times during the school day, other than break or lunchtime.
- I must give my mobile phone to a member of staff if I am asked to do so.

I will not use my mobile device to:

- Display, distribute, or save offensive messages or images.  
Access other peoples devices without permission.
- Harass, insult or attack others using email, text or other digital media. Distribute information about another person without permission.
- Make digital media files (eg, video, photographic or sound recordings) of other people without permission.
- Post digital media files recorded in school – even if obtained with permission – on any website or any social media such as Facebook, Twitter, Snapchat etc.

I will not:

- Use someone else's mobile device in school
- Save or distribute copyright materials.

I agree to all of the above rules and promise to abide by them at all times.

I understand that King Alfred School takes a 'zero tolerance' approach to breaches of this code and will apply appropriate sanctions to me if I break this agreement.

Name of Student:		Tutor Group:	
Student Signature:		Date:	
Parent/Carer Signature		Date:	

## Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support our pupils' learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care; and
- Assess the quality of our services

The Headteacher and Governors of this School are committed to the eight principles of the Data Protection Act 1988:

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained only for lawful purposes, and must not be further processed in a way incompatible with that purpose.
- Personal data shall be adequate, relevant and not excessive.
- Personal data shall be accurate and kept up to date.
- Personal data must be kept no longer than necessary for the purpose for which it was collected.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Steps must be taken to ensure the security of data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and information such as their ethnic group, any special education needs they may have as well as relevant medical information.

Once pupils reach the age of 13, the law requires us to pass on certain information about them to Careers South West Services who have responsibilities in relation to the education or training of 13-19 year olds. Careers South West holds information on students on behalf of the Local Authority. It starts in secondary school and continues, usually up to the pupil's twentieth birthday. Careers South West do not share the information with anyone else unless there is a legal obligation to do so. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. The reason for collecting this information is to make sure that pupils receive the services that they are entitled to. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Careers South West by informing Mrs Hurr, Headteacher. This right is transferred to the child once he/she reaches 16. For more information about services for young people, please go to our local authority website [www.somerset.gov.uk](http://www.somerset.gov.uk).

For more information about Careers South West please contact:  
Careers South West, 3 Mendip House, High Street, Taunton, Somerset TA1 3SX  
(Tel: 01823 281250)

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:  
Information Governance Team, Somerset County Hall, Taunton TA1 4DY  
Email: [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

The DfE website at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you would like to receive a copy of the information about that we hold, please contact Mrs Hurr, Headteacher.

## INFORMATION SHARING PARENT/CARER CONSENT FORM

	Yes	No	
In your child looked after by the Local Authority?			
Have any other professionals been involved with your child?			
If you answered "Yes" to the previous question, please list Professionals involved			
Name of professional	Job Title/Role	Dates involved	
		From	To
		Yes	No
At this stage, would you be happy for the King Alfred School to contact any of these professionals, if necessary?			

Is there anything else you feel is important for the teaching staff to know at this point? (please note in the box below)

<p>I agree that King Alfred School may liaise as necessary for advice and guidance with appropriate professionals to support my child's education.</p> <p>This may include the King Alfred School Inclusion Team. The King Alfred School Inclusion Team works in close liaison with a range of professionals such as School Nursing Team, Post-16/18 Careers, Parent Family Support Workers, Educational Psychologists, Education Welfare Service, and Child &amp; Adolescent Mental Health Service (CAMHS). The parent/carer of any student who is referred to external agencies or the KAS Inclusion Team will be informed of this process (unless to do so would present a safeguarding risk to the child).</p>			
Signed		Date	

## Somerset Application for Free School Meals

Children who attend a Somerset County Council school, whose parents or carers receive certain benefits may be entitled to free school meals.

### What are Free School Meals?

Free school meals are available to children whose parents qualify by meeting the criteria below. Children must be in school all day and they will be provided with a meal at lunchtime which is paid for by the school.

### Who can apply for Free School Meals?

Parents and carers who receive any of the following are entitled to free school meals:

- Universal Credit
- Income Support (IS)
- Employment and Support Allowance (Income Related) - not Contribution related
- Income-based Job Seekers Allowance (IBJSA) - not Contribution based
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190 as long as the family are not also in receipt of Working Tax Credit.

If you have recently become unemployed, but are still receiving Working Tax Credits, you may be entitled to free school meals. Please phone us on 0300 123 2224 for advice. Only the benefits listed above qualify for free school meals. No other benefit entitles the parent or carer to free school meals for their children.

### How do I apply?

Please complete the form overleaf, including the declaration at the bottom.

You do not need to send evidence with this application, if Somerset County Council need evidence at a later date we will contact you.

### What happens next?

- We will pass your application on the Somerset County Council
- They will then enter your details an online system which will tell them if you are entitled or not. They will then inform you of the outcome, usually within 5-10 working days.
- If you are eligible you will then be advised how to instigate receiving free school meals.
- If you are advised you are not eligible, but you believe you are, please contact Somerset County Council on 0845 345 9122 so they can discuss this with you, they may be able to undertake some additional checking, and they may need you to send them evidence that you receive a qualifying benefit in this circumstance.

Please note:

Somerset County Council has asked for your email address in order to exchange information with you in the most efficient and economical way possible. However, there are potential security implications in using email, as details in the email are stored and transmitted by the email provider. If you agree to exchange information by email Somerset County Council cannot guarantee the security of the data transmitted and stored by the internet mail providers

# Application Form for Free School Meals at School

**Important:** All sections must be filled in clearly in **BLOCK CAPITALS** and must be completed by the person claiming the qualifying benefit. If you have any questions, phone the helpline on 0300 123 2224.

1. Details about you										
Legal Surname	Legal Forename	Title	Date of Birth	National Insurance Number or National Asylum Support Number						

## 2. Your address:

Address: \_\_\_\_\_

Post Code \_\_\_\_\_ Relationship to child(ren): \_\_\_\_\_

Telephone Number(s): Daytime \_\_\_\_\_ Mobile \_\_\_\_\_

Child(ren)'s Address: \_\_\_\_\_ Post Code \_\_\_\_\_  
(if different)

## 3. Details of each dependant child that you wish to claim for in Somerset (include all children):

Legal Surname	Legal Forename	M/F	Date of Birth	Name of School Attending (if School Age)	Office Use only

**Please note:** Any award of Working Tax Credit (other than the 4 week 'run on') automatically disqualifies entitlement to free school meals. The Government does not allow us to recognise any benefit other than those listed on the Somerset County Council website/application form.

Where did you find out about Free School Meals?

## 4. Declaration: I confirm that the information I have given above is correct. I will tell you immediately if my details (for example address) or my circumstances change.

I wish for Somerset County Council to be able to assess my claim now and in the future via a secure computer link with the Department for Education. I agree that Somerset County Council can use the information I have provided to process my claim for free meals and can contact other sources as allowed by law to verify my initial and continuing entitlement. The information requested will be held securely and will only be disclosed to staff in the Local Authority or partner agencies who have a right of access, as well as, where appropriate, to the Department of Education, Ofsted and Capita Children's Services. If a disclosure elsewhere becomes necessary, we will contact you before doing this. When no longer required, it will be disposed of in a manner appropriate to its sensitivity.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

ECS	Core Data	EMS	Letter sent
Y/N			