

**Student contact information update**

Please complete the following information to ensure the school records are up to date. If the following information changes at any point in the school year please update the office.

|  |  |
| --- | --- |
| Pupil Name |  |
| Today’s Date |  |

|  |  |
| --- | --- |
| Parent / Carer 1 Name |  |
| Phone Number |  |
| Email Address |  |
| Parent Address (if changed in the last 12 months) |  |

|  |  |
| --- | --- |
| Parent / Carer 2 Name |  |
| Phone Number |  |
| Email Address |  |
| Parent Address (if changed in the last 12 months and different to parent 2 |  |

|  |
| --- |
| Emergency Contact 1 |
| Emergency Contact Name |  |
| Emergency Contact Number |  |
| Emergency Contact Relationship to the pupil  |  |

|  |
| --- |
| Emergency Contact 2 |
| Emergency Contact 2 Name |  |
| Emergency Contact 2 Number |  |
| Emergency Contact 2 Relationship to the pupil  |  |

The School has a separate consent form for photo, videos and social media. If you wish to update your child’s consent please complete the following information.

|  |
| --- |
| Please sign below to say that you are happy for your child’s image to be used in the following ways:* In publications and publicity materials produced by the school
* On our website
* In videos and DVDs
* In newspapers and other media
* Social Media

**If you do not give your permission for any of the above please delete those you do not agree to.** Signature of parent/carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Your name |  |
| Child’s Name |  |
| Address |  |
| Telephone number |  |
| Email address |  |

**Conditions of use:**

1. ***This form is valid for four years***. We may apply to you to extend your permission after this time.
2. If we use photograph(s) of individual young people or small groups of young people, we will avoid using their name in the accompanying text or caption. However the media may want to use names. We may use group photographs with very general captions.
3. We will not include personal details such as telephone numbers or addresses in any of our publications.
4. Please note that websites can be viewed throughout the world and not just in the UK where UK law applies.