



Robert Miles Junior School  
Market Place  
Bingham  
Nottingham  
NG13 8AR

Dear Parents/Carers

In order for us to have an up-to-date record of contact numbers for your child, could you please complete the form below and return it with your child as soon as possible. Under normal circumstances we will contact the home telephone number first, followed by the mobile and if contact still has not been made we will work our way down in the list in the order you have indicated. Information you provide will be treated in strictest confidence. **As you will appreciate, this information is required urgently in the event of an accident occurring.** You will also find, over the page, information about other aspects of Robert Miles Junior School life, for which we would like your consent.

Yours sincerely  
R A Gilbey  
Head Teacher

### ROBERT MILES JUNIOR SCHOOL: CONTACT FORM

Child's name: ..... Date of birth: .....

Full Name of Parent(s) with Parental Responsibility: .....

.....

Address:.....

.....

**Home telephone number:** ..... **Main Mobile:** .....

2<sup>nd</sup> contact number: ..... Name: .....

3<sup>rd</sup> contact number: ..... Name: .....

4<sup>th</sup> contact number: ..... Name: .....

**Email address:** .....

Name, address and telephone number of Family Doctor: .....

.....

Any Other Relevant/Medical Information: .....

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**If your child requires medication to be given during school hours, please call at the office for a "Consent Form for the Administration of Drugs".**

### **Swimming/Local Visits**

Robert Miles Junior School children are able to go swimming regularly at Bingham Leisure Centre and walk to the pool. Children may also visit local places of interest during school hours e.g. the church, the library, which are within walking distance.

***I give my permission for my child to walk to swimming/visit places of local interest.***

**Signed:** .....

### **Sporting Occasions**

There may be occasions when your child will be asked to represent the school, for example, at a sporting tournament/competition, and it will be necessary for a member of staff or a parent (with the necessary insurance) to transport them to the event. You will be notified on each occasion when your child has been selected to take part.

***I give my permission for my child to travel in a staff member or parent's car, provided they have the correct insurance.***

**Signed:** .....

### **Photographs**

Including images of pupils in school publications and on our school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school, and share what we do with parents. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way. At Robert Miles Junior School we take the issue of child safety very seriously, and this includes the use of images of pupils.

We ask that parents consent to the school taking and using photographs and images of their children. Any use of children's images at Robert Miles is underpinned by our Use of Children's Photograph Policy, a full copy of which can be found in the documents area on our website or available from the school office. This policy states that:

- Photographs and video images of pupils are classed as personal data under the terms of the Data Protection Act 1998. Therefore using such images for school publicity purposes requires the consent of either the individual concerned or in the case of pupils, their legal guardians.
- Photographs of children on the school website will not include names;
- We will only use images of children in suitable dress;
- We will never use an image of a child who is subject to a court order;
- Images are stored securely and used only by those authorised to do so;

These conditions follow good practice guidelines set out by the Department of Education and the LEA.

***I give my permission for my child's image to be used as outlined above.***

**Signed:** .....

There may occasions when local press photographers (Evening Post, Bingham Advertiser etc) are in school to take photos of events to accompany stories in their papers. This is great publicity for the school. Please sign below if you give permission for your child to be photographed in this way.

***I give my permission for local press to include my child in photographs taken at school.***

**Signed:** .....