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**Registration Form – Royal Park Primary Academy**

**Childs Name**: **Surname Deposit Paid £**

 **First Name**

**Date of Birth: / /**

**Address: email Address for contact:**

**Ethnic Origin: Home Language:**

**Religion:**

**School Class:**

**Name of person or persons having parental responsibility** Surname

 First Name

**Address:** (if different from above)

**Telephone numbers:**  Home Email

 Mobile

**Please give details of two other contacts that may be able to collect your child in the event of an emergency.**

Name Name

Address Address

Phone Number: Home Phone Number: Home

 Mobile Mobile

**Childs Medical Details**

Doctors Name:

Surgery Address:

Surgery phone Number:

Does your child suffer from any known medical conditions: YES/NO

Does your child suffer from any allergies? YES/NO

If yes, please give full details:

Please give details of any other medical conditions which require medication (including dosage to be given)

I consent to staff seeking emergency medical treatment of my child during the running of the club.

Signed:………………………………………… Date / /

Please give details of any major food dislikes:

Please give details of any culture/religious requirements:

On which days will your child be attending the afternoon Out of School Club:

 Mon Tue Wed Thu Fri

I have received a copy of the Foots Cray Out of School Club information pack & have read & understood all policies & procedures therein. I agree to my child being collected from school by a member of staff when requested & in addition I agree to give one month’s notice of termination or payment in lieu. I understand that all days circled above will be charged for. I also understand that any fees outstanding after a two-week period will be subject to a surcharge of £25 per week.

Signed: ………………………………………. Date / /

Photo Permission

During the course of the running of the After School club it is useful to be able to take pictures of the children for display purposes and in the case of the Key stage 1 children to evidence their learning journeys.

The pictures will only be used within the school premises and those of the Key stage 1 children may also be shared with the school’s early years team.

In order to do this, we require your permission.

Childs name:

I confirm that pictures of my child may be taken and used as above.

Parent/Carers Signature……………………………………………….

Working with The School

The Breakfast & After School Clubs work closely with the school and will, when considered necessary in the best interest of the child (as decided by the club), disclose information to the school.

I confirm that I am in agreement with disclosures to the school.

Parent/Carers Signature………………………………………………..



**FOSC PRIVACY NOTICE**

At FOSC we respect the privacy of the children attending the club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any Information that you provide is kept secure. Data that is no longer required is erased after your child has ceased attending our club. (We do need to retain certain types of data such as complaints/accidents/attendance for set periods of time after your child ceases to be in our care.)

We will use the contact details you give us to contact you via phone, email and social media so that we can send you information about your child, our club and other relevant news and also so that we can communicate with you regarding the payment of our fees.

We will only share personal information about you or your child with another organisation if we:

* Have a safeguarding concern about your child.
* Are required by government bodies or law enforcement agencies
* Engage a supplier to process data on our behalf. (e.g., to take online bookings or to issue invoices)
* Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

* We will not be able to continue to care for your child if we do not have sufficient information about you or them.
* Even after your child has left our care we have a statutory duty to retain some types of data for specific periods of time.

If you have a complaint about how we have kept your information secure or how we have responded to a request to access/update/erase your data, you can contact the Information Commissioners office.

Please sign and date below to confirm that you have read this Privacy notice and that you give your permission for us to contact you regarding relevant matters.

CHILDS NAME: PARENT/CARER’S NAME:

SIGNATURE: DATE: