



Support booklet for completing Student Transition Details form

From September 2016 new legislation for safeguarding children came into practice to ensure students were safe in all eventualities. Further guidance, replacing the Data Protection Act, the **General Data Protection Regulation (GDPR)** asks us to explain why we need the data requested, how we store it and to change the way we ask for information. We hope that this booklet answers some of the questions and provides suitable information and guidance when completing the student details form.

Section 1: Child's basic details

1.1 - Child's Name

It is very important for us to have the correct information which is your child's legal name. This can have an impact on registering for exams, certificates, attendance and many more areas of school. This is stated by the Children's Act 1989 and the Education Act 1993.

1.2-1.4 - Contact Details

For safeguarding reasons we need to have a minimum of four contacts that you trust your children to be with. They do not need to be relatives; however, they will be asked for ID should you arrange for them to collect your child from school at any time. Should there be a situation where you cannot reach your child, you must indicate if you would be happy for your child to spend the night with the contact, in extreme situations. This allows us to support you should there be an emergency.

Section 2: Sensitive Family Information

2.1 - Separated/Absent Parent

We fully appreciate that this information is sensitive and we will treat the information as such, however it is important for us to know as much information as possible around who has parental responsibility for your child. If you prefer not to commit this information to paper, please contact our Student Wellbeing Officer, Mrs Baxter on nbaxter@calderlearningtrust.com to discuss this further.

2.2 – Adopted Child

Again a very sensitive area, however, with this knowledge there is extra funding and support available to students who have been adopted.

2.3 – Child in Local Authority Care

If you are fostering or supporting a student in foster care, the student will be entitled to additional support and funding. The fostering team/ Social worker will be aware of this. An initial meeting will need to take place so we have all the relevant contact details. If you have informal fostering arrangements, for example you are looking after a relative and do not get any support, please contact Calderdale's Fostering team for support.

Section 3: Medical Information

This section is equally as important. Many students have medical needs and may need medication throughout the day. Please do not give your child medication to put in their bag and administer them, regardless of how competent they are. Administering the medication themselves does not allow for the risk of others taking the medication. In addition, the First Aid Officer is able to monitor and report to you as a parent. It also allows the student to feel supported and secure when dealing with one person. Once we know about any medical condition, the first aid officer will contact you to complete a Medical Plan or please download it from the transition page (Link below) and send it in with this form.

3.1 – Medical Information

We may need to contact your local surgery should anything happen whereby support is needed; this could be anything to do with the wellbeing of your child eg Attendance, medial need.

3.2 – Medical Need

In school we have a number of medicines to administer including inhalers. If you child suffers from any medical need we can work with you to support them in school. Please complete the Medical needs form [here](#)

3.3 – Primary Medical Care Plan

Should your school currently hold a form of Medical plan, please arrange with Jan Bottomley (First Aid Officer) to meet to complete a new plan for Calder High School jbottomley@calderlearningtrust.com

Section 4: Other information

4.1 – Ethnicity/Cultural Background

Legally we have to report to the Government on ethnicity and language. This information is only used to monitor trends and whether support is necessary for students who have English as an additional language (EAL). As a diverse school community we actively promote equality in our students. It is important that we know the level of English spoken by EAL students so we can adapt our teaching and learning experience for your child. Definitions can be viewed [here](#). National Identity is recorded as part of the British Values agenda so people can identify by their birth location.

4.2 – Travel to school

This enables us to allocate number regarding school bus places and any amendments that we need to make in the future.

4.3 – Dinner Arrangements

Free school meals are available for students whose parents are receiving a low income or state benefits. If you feel you may be entitled to Free School Meals please click the link [here](#)

Ever 6 FSM: The Pupil Premium now includes pupils known to have been eligible for Free School Meals (**FSM**) in any of the previous **six** years, as well as those first known to be eligible in the current year. We currently use Parent Pay to pay for all aspects of school so we have a cashless system. Further details can be found on the website or click [here](#)

4.4 - Confidential Information

If there is any other information you may want to share with us, please do this here. We appreciate life is very complex as can family situations, however, the more we know, the more we can support you and your child in school.

4.5 – External Agencies

Should your family receive support from the many agencies available to families in Calderdale or if you work with Social Services, please provide the names and contact details of the people you work with. This enables us to liaise with them and provide relevant information, should they need it.

Section 5: Additional Educational Needs

If your child receives support with their learning in any capacity, please let us know about it. During the transition phase our SENCO will visit the primary school and get to know your child. We will also deliver a personalised transitional programme which means that some students will visit school more times than other students. This makes the move from primary to secondary school much more accessible for your child and develops familiarity with both staff and the school building. If students have an Educational Health Care Plan (EHCP) please send us a copy as well as their Individual Educational Plan (IEP) that the primary school will have in place to support the EHCP.

Section 6: Parental Consent

With the new guidelines from the GDPR, parents now have to opt in for a range of areas of school. Please read the following:

- A copy of our ICT acceptable use policy can be found on the school website should you wish to read this.
- Photographic Permission: To promote the learning and extra-curricular activities we often take photographs/videos for students and publish them in the local, national newspapers and also the website.
- Participation in relationships and sex education lessons: As part of our Personal, Social, Health, Citizenship Education (PSHCE) we must compulsorily cover sensitive subjects around sex. We appreciate that you may think your child is too young to be subjected to this, however, we are passionate about teaching students about the world they are living in. We would much prefer to teach them what is correct, rather than them learning things from friends or unreliable sources on the internet. We have developed an age appropriate curriculum for each stage of their learning at Calder High.
- Supervised administration of Paracetamol: To improve student attendance the Government gave the right for schools to administer paracetamol to students for minor ailments such as headaches and menstrual pain, for example. By ticking this, you are giving school permission to administer up to 2 x 500mg of paracetamol. We always write a note in a student's planner to record the paracetamol being administered and the time. We may contact home just to check if any had been taken previously.
- Supervised administration of Ventolin/Salbutamol inhaler: This is the largest medication that is taken by students in school. Sometimes students forget, we have a number of emergency inhalers situated around the school. If your child has asthma and they do not have their inhaler in school, we would administer up to 2 shots of the inhaler to improve their breathing. If this has no impact we would phone an ambulance immediately.
- Participation in school trips and visits and off-site sporting activities: We are lucky that we have staff that see the worth in taking students on activities and visits to support their education and personal development. The Trust's Educational Visits policy can be found on the school website should you wish to read this.
- Home School Agreement: An agreement whereby we work together to achieve the best possible outcomes for your child. A copy of the Home School Agreement can be found in the transition section of the school website.