



St. John's Church of England Primary School

COMMUNICATIONS CONSENT FORM

This form explains the reasons why and how St. Johns CE Primary School communicates with parents or guardians of children at the school. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

St. Johns CE Primary School requires the consent of parents or guardians to use their personal contact details (such as phone number and email) in order to operate and communicate effectively.

For example, communicating with you by sending you the weekly newsletter through email or sending you text messages.

What does it mean if consent isn't provided?

Where consent is not given, we would not be able to inform you of important information related to your child or the whole school. For example, we wouldn't be able to send you a reminder text about upcoming events such as a non-uniform day. Or we wouldn't be able to keep you up to date with what is happening in school, such as through the weekly newsletter which is sent out via email. Only in exceptional circumstances such as a medical emergency, a Health & Safety situation or where we are required to do so by law, will we contact you in the quickest and easiest way.

What are the conditions of use?

- This consent form is valid for the duration of your child's time at St. John's.
- It is the responsibility of parents or guardians to inform the school, in writing, if consent needs to be withdrawn or amended.

Refreshing or amending your general permissions

This Communications Consent form is valid until your child leaves St. Johns CE Primary School.

Where you would like to amend or change any details which you have previously provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to update your information accordingly and provide a signature.

Withdrawing your consent

Parents/guardians have the right to withdraw their communications consent at any time. Withdrawing your consent will make it more difficult to keep you informed of key events and information at school, which could have an impact upon your child.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

What happens when my child leaves St. John's CE Primary School

When your child leaves St. John's CE Primary School, either at the end of Year 6 or if you re-locate to another school during your child's primary school years, then you will no longer receive any communication from our school. Your contact details will be removed from all of our systems. None of your personal contact information will be sent on to any other educational establishment. It will be up to you to provide your contact details to your child's new school in accordance with the data collection policies / procedures.

Providing your consent

Please read the following consents thoroughly and tick either 'Yes' or 'No' for each criteria.

Full Name of Pupil	
Current Year Group	

Please complete a separate form for every pupil. Consent must be provided for each individual.

I provide consent to the school communicating with me via:	Yes	No
Text messaging – <i>provided by Teachers 2 Parents</i>		
Email		
Post		
Telephone		

Declaration

I have read through the Communications Consent form and I understand:

- Why my consent is required.
- The reasons as to why St. Johns CE Primary School seeks your consent.
- That the consents which are given last until when your child leaves St. Johns CE Primary School.
- That I will be required to re-provide consent where any circumstances change.
- That I can amend or withdraw my consent at any time and must do so in writing to the Headteacher.

Name of parent:	
Signature:	
Date:	

If you have any questions regarding this form, please do not hesitate to contact the Headteacher, Mr. Rob Whittle at head@stjohnssandbach.co.uk or 01270 762859.