Privacy Notice (How we use pupil information)

- personal identifiers, contacts and characteristics (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- free school meal management information
- permission slips for trips and visits (name, emergency contact numbers)

Why we collect and use pupil information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to assess the quality of our services
e) to keep children safe (food allergies, or emergency contact details)
f) to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
  o Section 537A of the Education Act 1996
  o the Education Act 1996 s29(3)
  o the Education (School Performance Information)(England) Regulations 2007
In addition, concerning any special category data:

- conditions a, b, c and d of GDPR - Article 9

**Collecting pupil information**

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools’ operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

**Storing pupil data**

Pupil data and contact information will be held on RM Integris, the school database, which is run by an external company – RM Education, for the whole time that your child is at Ayios Nikolaos Primary School plus a period of time following your child leaving as set out in our data retention schedule.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information regarding our data retention schedule and how we keep your data safe, please enquire in the school office.

**Who we share pupil information with**

We routinely share pupil information with:

- school that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)

**Why we routinely share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

**Department for Education**

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:
- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see ‘How Government uses your data’ section.

**Requesting access to your personal data**

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, contact Mrs India Mears on 2395 7548 or email ayn.admissions@modschools.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at https://ico.org.uk/concerns/

**Contact**

If you would like to discuss anything in this privacy notice, please contact:

- Mrs India Mears on 2395 7548 or email ayn.admissions@modschools.org
- Our local authority dcyp-dcyp-mailbox@mod.gov.uk

**How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs ‘short term’ education policy monitoring (for example, school GCSE results or Pupil Progress measures).
- supports ‘longer term’ research and monitoring of educational policy. (for example how certain subject choices go on to affect education or earnings beyond school)
Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

Sharing

The law allows the Department to share pupils’ personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

To contact DfE: https://www.gov.uk/contact-dfe
E Safety School Policy

1 INTRODUCTION

1.2 This policy has been developed to ensure that all adults in Ayios Nikolaos Primary School are working together to safeguard and promote the welfare of children and young people. This policy is reviewed annually by the SGC Committee.

1.3 E-Safety is a safeguarding issue and all members of the school community have a duty to be aware of e-safety at all times, to know the required procedures and to act on them.

1.4 This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit of using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect children, young people and staff from risks and infringements.

1.5 The Headteacher or, in her absence, the Deputy Headteacher, in his absence, the Inclusion Leader who has the ultimate responsibility for safeguarding (including e-safety) and promoting the welfare of pupils in their care.

1.6 This policy complements and supports Ayios Nikolaos School Safeguarding Policy and Anti-Bullying Policy. It is the duty of the school to ensure that every child and young person in its care is safe. The same ‘staying safe’ outcomes and principles outlined in the Every Child Matters agenda apply equally to the ‘virtual’ or digital world. This expectation also applies to any voluntary, statutory and community organisations that make use of the school’s ICT facilities and digital technologies.

1.7 A risk assessment will be carried out before children and young people are allowed to use new technology in schools and settings.

2 ROLES AND RESPONSIBILITIES

Risk assessment

Both staff and pupils will be aware of the risks associated with Internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using the Internet. Training and Inset will be provided for staff. MOD Schools support staff and teachers have put on parents information sessions and these will be ongoing.

Responsibility

Internet safety depends on staff, advisors, parents, and, where appropriate, pupils themselves taking responsibility for use of the Internet and associated technologies. The school will seek to balance education with responsible use, regulation and technical solutions to ensure pupils’ safety.

Regulation

The use of the Internet, which brings with it the possibility of misuse, will be regulated. Fair rules, written for pupils to read and understand, will be prominently displayed as a constant reminder of the expectations regarding Internet use. Teachers will visit these rules and model them within their lessons.
Appropriate Strategies

Effective, monitored strategies will be in place to ensure responsible and safe Internet use. The school will work in partnership with MOD Schools, DfES, parents and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

3 MANAGING INTERNET ACCESS
3.1 Developing good practice in internet use as a tool for teaching and learning is essential. The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children and young people.
3.2 Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupil’s age and maturity.
3.3 Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.
3.4 The school will work in partnership with MOD Schools to ensure systems to protect pupils and staff are reviewed and improved regularly. (Content filtering)
3.5 In common with other media such as magazines, books and video, some material available through the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to international scale and linked nature of Internet content, it is not always possible to guarantee that unsuitable material may never appear on a school computer. Neither the school nor the Local Authority can accept liability for the material accessed, or any consequences of Internet access.

4 EMERGING TECHNOLOGIES
4.1 Emerging technologies will be examined for educational use and a risk assessment will be carried out before use in school is allowed and methods to identify, assess and minimise risks will be reviewed regularly.

5 MANAGING E-MAIL
5.1 Personal e-mail or messaging between staff and pupils should not take place.
5.2 Pupils and staff may only use approved e-mail accounts on the school system and pupils must inform a member of staff immediately if they receive an offensive e-mail. Whole—class or group e-mail addresses should be used at KS1 and below.
5.3 Pupils must not reveal details of themselves or others in any email communication or by any personal web space such as an address, telephone number and must not arrange meetings with anyone.
5.4 Access in school to external personal e-mail accounts may be used for school-related purposes only.
5.5 External incoming e-mail should be monitored and attachments should not be opened unless the author is known.

6 MANAGING WEBSITE CONTENT
6.1 Editorial guidance will ensure that the school’s ethos is reflected in the website, information is accurate, well presented and personal security is not compromised. Care will be taken to ensure that all information is considered from a security viewpoint including the use of photographic material.
6.2 Photographs of pupils will not be used without the written consent of the pupil’s parents/carers.
6.3 Use of site photographs will be carefully selected so that any pupils cannot be identified by name.
6.4 Work will only be used on the website with the permission of the pupil and their parents/carers.

7 SOCIAL NETWORKING AND CHAT ROOMS
7.1 The school will control access to moderated social networking sites and educate pupils in their safe use.
7.2 Pupils will be taught the importance of personal safety when using social networking sites and chat rooms.

8 MOBILE PHONES
8.1 Children are not allowed mobile phones in school. Any incidents of ‘sexting’ made aware to a member of staff will be immediately reported to the Designated Senior Member of Staff for Child Protection who is the Head Teacher, Mrs Sarah Baillie.
8.2 Mobile phones will not be used by staff to photograph children in school. The school will provide dedicated cameras/iPAD’s.

9 AUTHORISING INTERNET ACCESS
9.1 All staff (including those not directly employed by the school) must read the MOD Schools Information Security Policy before using any school ICT resources.
9.2 Parents/carers will be asked to sign and return the school’s form stating that they have read and understood the school ‘Responsible Internet Use’ document and give permission for their child to access ICT resources.
9.3 Staff will supervise access to the internet from the school site for all pupils.

10 REPORTING INCIDENTS
10.1 Staff, children and young people, parents/carers must know how and where to report incidents.
   - Children – Teacher.
   - Staff – Computing Lead (Mr Doug Campbell, Deputy Headteacher) or ICT Support Team (Mr Craig Longshaw)
   - Parents – Teacher / HT who is the person responsible for safeguarding.

10.2 Pupils and parents/carers will be informed of the procedure for reporting incidents.

11 SANCTIONS
11.1 Violations of the above rules will result in a temporary or permanent ban on internet use.
11.2 Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
11.3 When applicable, police or local authorities may have to be involved.

12 PARENTS/CARERS SUPPORT
12.1 Parents/carers will be informed of the school’s internet policy which may be accessed on the school website.
12.2 Interested parents/carers will be referred to organisations such as Child Exploitation and Online Protection (CEOP).
12.3 A partnership approach will be encouraged with parents/carers and this may include practical sessions as well as suggestions for safe internet use at home.

13 USE OF PHOTOGRAPHIC IMAGES
Staff will be given a designated camera or iPAD to use solely in school.
For safe and appropriate use of photographic images we will:
Ensure that all images of the pupils or staff, created or used by the school, will be used appropriately and for their intended purpose.

Create and use images in order to promote or demonstrate the school’s curricular or extra-curricular provision (displays around school, printed school publications).

Primarily use images of pupils or staff in a group.

Not reveal personal details such as an address or other contact details.

Not use close up images that will be available on line.

Include images of pupils or staff on the school website that are protected so that they cannot be copied or give personal details.

Allow appropriate media coverage of the school or the pupils and staff.

Only share photographs with appropriate parties.

Seek further permission from parents whenever a 3rd party (STEM team, visiting college students etc.) wish to use photographs for professional reasons on their own websites and/or in publications.

Parents

Will only take photos of their own children, during assemblies, school productions or any other event where parents are invited into school. Where other children are visible, will seek permission from the other parent(s) prior to sharing the images.

Will not create images of pupils without the knowledge of staff and pupils and that these will be used for an agreed and appropriate purpose.

APPENDIX A

Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

I will ask permission before entering any Web site, unless my teacher has already approved that site.

On a network, I will use only my own class login.

I will not look at or delete other people’s files.

I will not bring CDs or memory sticks into school without permission.

I will only e-mail people school approved systems.

The messages I send will be polite and sensible.

When sending an e-mail, I will not give my home address or phone number, or arrange to meet someone.

I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

I will not use internet chat rooms, forums, or blogs without an adult present.

If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

I know that the school may check my computer files and may monitor the internet sites I visit.

I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school’s computer systems, including the monitoring of websites, the interception of e-mail and
the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school’s computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Permission for photography and videotaping of pupils

Permission for photography and videotaping of pupils
You will be aware that members of staff regularly take photographs and video footage of children engaged in school activities; sometimes this is to inform our on-going assessment records (parents of pupils in FS1 & FS2 will be especially familiar with this method of recording progress), sometimes it is to provide evidence of curriculum coverage, sometimes it is to celebrate achievements and experiences which we record to share with pupils, parents and Mod Schools HQ staff e.g. Golden Work Board, School Council representatives, school productions. In addition we sometimes include photographs or video recordings in PowerPoint presentations for staff training purposes and as part of work based evidence for staff members completing training/courses within the school environment. Children also photograph each other and use the images to enhance their curriculum work.

Staff only use school cameras/iPAD’s. Personal mobile phones are always stored safely and never used to take photographs of children.

Permission for On/Off Site Activities

Using the local environment to support teaching and learning
During the course of the year the children will be involved in a number of activities outside the immediate school grounds but within Ayios Nikolaos Station. Such activities are organised to enhance our curriculum provision and to support the children’s learning. These educational visits include visiting the Fire Station, the Station Gym and other local amenities.

Although legally we don’t need to seek permission for these visits as a matter of courtesy and good practise we seek to keep parents informed about their children’s curriculum activities, including those activities that take place outside the immediate classroom environment. Risk assessments are completed for all visits. A member of staff who is also a qualified First Aider will also be in attendance.

Sports Field/Swimming Pool – On site activities
Neither the station swimming pool nor the sports fields are immediately adjacent to the school grounds. We are able to walk to the pool but because of the heat factor and to conserve children’s energy we use buses when it is necessary to transport the children to the sports field. Swimming and PE form a part of the schools statutory curriculum and therefore these activities are ‘on site’ activities.

Off Site Visits
Sometimes we take the children to locations further afield. Upon admission to our school we ask that parents complete a blanket consent form (DCYP Form 011, Annex C to DCYP Pol Dir 3.2.11) which gives your consent for your child to:

a) Take part in routine local visits and activities which are a normal part of our educational provision, and

b) To be given first aid or urgent medical treatment during any school trip or activity.

We will continue to give you as much advance notice as we can of such events so that queries or concerns can be ironed out. You can, if you wish, withdraw consent from
individual school trips or activities. Individual consent will always be sought for any residential visits, or visits that involve higher risk activities.

**Permission for Key Stage 2 Children to walk home (Years 3-6)**

KS2 children are allowed to walk home providing we have written permission from parents. The onus is on parents to make a responsible decision whether children are allowed to walk home.

- Parents need to consider the distance from the school, the potential hazards and the children’s confidence levels. We would always advise parents to walk the route with their children ensuring they have adequate road safety skills and general awareness.

- By providing written permission you are accepting responsibility for children to walk and are also letting the school know there will be a responsible adult at home to receive the child.

- We would expect a parent to contact the school if a child had not returned home within 30 minutes of the end of the school day.

**Free School Meals for Foundation Stage 2, Year 1 and Year 2**

Parents may be aware that the Government announced that from September 2014 funding would be made available to enable state funded schools in England to offer a free lunch to every primary school pupil in Foundation Stage 2, Year 1 and Year 2. MOD Schools has secured the funding to enable the same offer to be provided in MOD Schools settings.

MOD Schools and the provider Sodexo will meet the needs of children with specific dietary requirements. It is essential that the attached ‘Food Allergy Form’ is filled out by all parents even if your child does not have any dietary requirements.

**Weekly Newsletter**

Our weekly newsletter is published on a Friday and will be sent to parents who have provided an email address for means of communication from the school.

**School Facebook Page**

The school has a Facebook page which is available to join only by Parents/Carers who have children currently attending the school. Members will be removed once their child has left the school.

The purpose of the page is for information sharing and messages from the school only. Parents will not be permitted to post on the page and should seek another method of communication with the school for general queries, or contact the school office by phone regarding urgent queries or to report absences.
# RESPONSIBLE INTERNET USE

## Pupil’s Agreement

I have read and understand the school rules on responsible internet use. I will use the computer system and internet in a responsible way and obey these rules at all times.

**SIGNED:**

**DATE:**

## Parents’ Consent for Internet Access

I have read and understood the school rules for responsible internet use and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

**SIGNED:**

**DATE:**

Please print name:

## Parents’ Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter’s work may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

**SIGNED:**

**DATE:**
PUPIL NAME | CLASS

| PERMISSION FOR PHOTOGRAPHY/VIDEOTAPEING |

**Parents’ Consent for Photography or Videotaping**

I give permission for my child to be photographed as part of school activities. I understand that a photo may be displayed within school, in the school newsletter, local paper (with prior additional consent sought from parents), on the school Facebook page or on the official school website.

This permission will be valid as long as my child remains with you, unless I, as his/her parent wish to terminate the arrangement. In this case I will inform the school in writing.

SIGNED: ___________________________ DATE: ___________________________

Please print name: __________________________________________

| ON SITE ACTIVITIES |

**Acknowledgment Regarding On Site Activities**

I confirm that I have read the information about ‘on site’ activities within Ayios Nikolaos Station and understand the school does not require parental permission for such activities but that they will keep me informed about my child’s wider curricular experience.

SIGNED: ___________________________ DATE: ___________________________

Please print name: __________________________________________
PARENT BLANKET CONSENT FORM

Annex C to
DCYP Pol Dir 3.2.11
Dated 1 Oct 17

DCYP Form 011

Please sign and date the form below if you are happy for your child:

a) to take part in routine local visits and activities which are a normal part of our educational provision, and
b) to be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:
The trips and activities covered by this consent include:

- all local visits that take place during school hours,
- other local visits that take place wholly or partly outside of school hours e.g. school sports fixtures, carol concerts.

The school will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity. Individual consent will always be sought for any residential visits, or visits that involve higher risk activities.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child, suffers from and any medication my child should take during off-site visits:


Signed ..........................................

Date ......................................
### PERMISSION TO WALK HOME UNACCOMPANIED

**Parents’ Consent for Son/Daughter to Walk Home Unaccompanied**

I have read and understood the guidelines on walking home unaccompanied and am giving permission for my child to walk home on his/her own.

This permission will be valid as long as my child remains with you, unless I, as his/her parent wish to terminate the arrangement. In this case I will inform the school in writing.

**SIGNED:**   
**DATE:**       

Please print name:

### WEEKLY NEWSLETTER

**Weekly Newsletter Subscription**

I would like to receive an electronic copy of the school newsletter and consent for the email addresses provided within the school admission forms to be used to send this communication.

**SIGNED:**   
**DATE:**       

Please print name:
PUPIL NAME

CLASS

PERMISSION TO RECEIVE FREE PACKED LUNCH

FS2-Year 2

Parents’ Consent for Free Packed Lunch

I confirm that I have read and understood the information about free packed lunches.

I would like my child to receive a free packed lunch*

I would not like my child to receive a free packed lunch*

My child does not have any special dietary requirements/food allergies*

My child does have special dietary requirements/food allergies and I have provided detailed information below:* 

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

My child’s food allergy has been medically diagnosed.*

*Please delete as appropriate

I understand that if my child’s dietary requirements change it is my responsibility to inform the school in writing.

This permission will be valid as long as my child remains with you or until they are of the age that the packed lunch is no longer provided, unless I, as his/her parent wish to terminate the arrangement. In this case I will inform the school in writing.

SIGNED: ........................................... | DATE: __________________________

Please print name:
**ETHNIC/CULTURAL INFORMATION**

The following information about each child is required for our records to be used for the submission of statutory reporting to Department for Education and MOD Schools:

- **COUNTRY OF BIRTH**: ……………………………………………………………………………
- **NATIONALITY**: 1) ………………………..       2)……………………………………
- **RELIGION**:………………………………………………………………………………
- **ETHNICITY**:………………………………………………………………………………
- **MOTHER TONGUE**:……………………………………………………………………

**SIGNED:**             | **DATE:**  

Please print name:

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**ICE**

In the event of an emergency we need to be able to contact parents immediately. Please can you provide one emergency number belonging to a parent/next of kin and one emergency number belonging to another family member or friend as an alternative:

- **PARENT/ NEXT OF KIN NAME**: ………………………………………………………
- **PARENT/NEXT OF KIN NUMBER**:……………………………………………………
- **ALTERNATIVE NAME**: ……………………………………………………………
- **ALTERNATIVE NUMBER**:…………………………………………………………

**SIGNED:**             | **DATE:**  

Please print name:
# HOME SCHOOL AGREEMENT

**Parents’ Working in Partnership with Ayios Nikolaos School**

I confirm that I have read and understood the information in the Home School Agreement Booklet and will fully support the school.

**SIGNED:**

**DATE:**

Please print name:

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# CONTACT CONSENT

**Method of contact**

I consent to Ayios Nikolaos Primary School contacting me by:

- [ ] phone
- [ ] text
- [ ] email

To keep me informed about my child’s progress, school news, events, activities and if my child becomes unwell or has an accident. **Yes/No**

To pass my mobile number onto Eduspot, a third party company which the school uses for our text messaging and parents evening services. **Yes/No**

**Each contact is required to sign the form.**

Contact 1:

**SIGNED:**

**DATE:**

Please print name:

Contact 2:

**SIGNED:**

Please print name: