

# Play, Learn & Grow Together



Llangyfelach Primary School  
Pengors Road, Llangyfelach, Swansea SA5 7JE

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## Pupil Information Update Pack

<b>Pupil Name</b>		<b>DOB</b>	
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Dear Year 2 Parent/Carer,

We are sending this Information Update Pack to you as your child is entering the halfway point of their time with us at LPS. This pack is designed to collate any changes to you and your family's details or circumstances which may have occurred since your child started with us at LPS.

On entry to the school, you would have completed an Admission Pack that requested a considerable amount of information and details regarding several topics. This pack is merely to aid the process of our families updating their key information details to the school.

I cannot stress enough the importance of ensuring that we hold your accurate information and contact details. Rudimentarily, the school not holding your correct mobile phone number in an emergency or medical situation would be very challenging to navigate for all.

Please ensure that all sections are completed, regardless of there being no changes of information since entry to the school. Please return this form to the following email address for our Admin Team to update our electronic records:

[AkermanH@hwbcymru.net](mailto:AkermanH@hwbcymru.net)

Many thanks for your continued and unrivalled support in all that we do,

Lee Burnell  
Headteacher

**Llangyfelach Primary School – Data Collection Sheet**

PUPIL DETAILS			
Surname of Pupil		Legal Surname	
Forename of Pupil		Middle name	
Preferred Forename		Gender:	Date of Birth
Home Address of Pupil			

**On completion of this application form the school is required to have sight of your child's original birth certificate.**  
 Note if there is any change to your child's name, if it is spelt incorrectly or missing a middle name, please attach a copy of your child's birth certificate or passport so that we can verify the information, as without this we will be unable to make the change.

It is important that we hold correct parental address details and contact information in case of an emergency. Please list details of all persons who hold parental responsibility and anyone else that you wish us to contact in an emergency.

**Place them in the order you wish them to be contacted.**

Please ensure you add an e-mail address as all of our newsletters and information is sent out by e-mail.

1 Contact Information		Address	Contact Details	
Name (including title)			Home Tel No.	
			Work Tel No.	
Relationship to Child			Mobile No.	
			E-mail Address	
Parental Responsibility	YES / NO	Postcode		
2 Contact Information		Address	Contact Details	
Name (including title)			Home Tel No.	
			Work Tel No.	
Relationship to Child			Mobile No.	
			E-mail Address	
Parental Responsibility	YES / NO	Postcode		
3 Contact Information		Address	Contact Details	
Name (including title)			Home Tel No.	
			Work Tel No.	
Relationship to Child			Mobile No.	
			E-mail Address	
Parental Responsibility	YES / NO	Postcode		
4 Contact Information		Address	Contact Details	
Name (including title)			Home Tel No.	
			Work Tel No.	
Relationship to Child			Mobile No.	
			E-mail Address	
Parental Responsibility	YES / NO	Postcode		

## MEDICAL INFORMATION

Doctor's name		Telephone number:	
Medical practice address			
<b>Medical conditions the school should be aware of including allergies</b>			
<u>Details of Condition</u>			
<u>Signs &amp; Symptoms</u>			
<u>Next Steps &amp; Action Required</u>			
<b>Dietary Requirements</b>			
<b>Additional Learning Needs</b>			
<b>Disability</b>			
The school has a duty under the Disability Discrimination Act to collect any information on any disability your child or immediate family / carer may have. This is to ensure the school can seek to meet your individual needs. All information provided will be treated with the strictest confidence.			
Pupil disability			
Parent / Carer Disability			

### **GUIDANCE ON THE USE OF EMERGENCY SALBUTAMOL INHALERS (FOR ASTHMA) IN SCHOOLS IN WALES**

We have been notified by the Welsh Government that schools can buy salbutamol inhalers without a prescription for use in an emergency. We have therefore decided to hold an inhaler in school for use in emergencies. This inhaler can only be used if your child's prescribed inhaler is not available or is broken or empty. **Therefore, if you child suffers with asthma and has a prescribed inhaler, please contact the school office on: 01792 771497 and a parental consent form will be sent to you.**

<b>SIGNATURE</b>		<b>DATE</b>	
<b>RELATIONSHIP TO PUPIL</b>			

## Collection from School

Please could you complete the table below indicating who has permission to collect your child from school and their relationship to your child (friend/sister/childminder/grandparent etc)

NAME	RELATIONSHIP TO PUPIL		
<b>SIGNATURE</b> (Parent / Guardian)		<b>DATE</b>	
<b>RELATIONSHIP TO PUPIL</b>			

## Movie Consent

Periodically throughout the school year we screen movies in the classrooms as treats and rewards. The school has a subscription to Disney+ and there are many lovely films available to the children. Within Early Years and Foundation Phase classes, we screen movies classified as U - Suitable for all.

However, as the children move through the school, we screen PG classified movies such as "Paddington", "Lightyear", "Beauty and the Beast" etc. In order to be able to screen PG rated movies to our older children (Years 2 - 6) we require permission from 100% of our families in those classes.

Please note that if you do not wish your child to watch a PG movie they **WILL NOT** be excluded. A suitable U classified film will be screened to the class instead.

Please sign below to provide permission for your child to watch PG rated movies throughout their time at Llangyfelach Primary School.

### Parent/Guardian Permission

<b>Parent Signature</b>		<b>Date</b>	
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Llangyfelach Primary School is the data controller for the personal information you provide on this form. Your information will be used to inform you of your child's progress and promotion of school-based activities and events. We may also send you information which relates your child's education from providers that have links to the school or which we believe will be of interest to you and your child. We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law. You can withdraw your consent at any time and ask for your data to be erased from our records. Data protection law describes the legal basis for our processing your data as one based on consent. For further information about how Llangyfelach Primary School uses your personal data, including your rights as a data subject, please see our privacy notice and our data protection policy that can be found on our school website.

<https://www.llangyfelachprimaryschool.co.uk>