



Pupil/Parental Consent (Version 02-2025)
Sheringham Woodfields School Permission Document (will be reviewed annually via the EHCP process after original completed)

The form below has been produced to ensure compliance with the GDPR (General Data Protection Regulation)

I / We give permission for the following in relation to my/our child

We **do not** assume implied consent. Therefore please give your permission to some/all of the following as you feel appropriate. This does not affect your child's statutory right to receive their education from Sheringham Woodfields School.

To have a school based generic email account created for your child (known as an NSIX account) to enable them to access ICT services and solutions including online learning content such as Espresso. These accounts are created by ICT Solutions (part of Norfolk County Council). More information is available here: https://icteducation.norfolk.gov.uk/page.aspx?ID=1298	
To use a home/school diary system to provide a means of effective communication each day between home and school – this continues to be the most effective way of home and school communicating with one another. Both parties need to ensure books are stored and transported appropriately	
To use iPads across the school to support with Teaching and Learning (including the use of in-built cameras for photos and videos capturing learning)	
To display EHCP Outcome information in classrooms to support learning	
To display Pen Portrait information in classrooms to support learning and transition to and from school	
To share information with our nominated photography company to support with school photos (info to be shared would at most include pupil name, class, year group)	
To go off site supported by a Teaching Assistant (including Woodfields Den, The Patch, Shopping)	
To take part in swimming sessions either at The Reef or another public Swimming Pool	
To take part in hydro-therapy sessions within the schools Hydro-therapy Pool	
To take part in school provided Yoga sessions/therapies (either by in house staff or external professionals)	
To be included in all education visits your child's class wishes to plan (please note you will be given written information about each visit planned at least 2 weeks prior to the event taking place – you have the right to not send your child on a visit that you don't feel is appropriate). For families with children of Nursery age: Full written consent will be needed for each visit we undertake.	
For transport staff to have a 'pen picture' of your child for them to use on their vehicle. To be shared with both the transport provider and NCC Passenger Transport Services who broker transport contracts on behalf of Sheringham Woodfields School	
For the school to take and use photos for the following reasons:	
a. To support learning and assessment activities across the school	
b. To display on notice boards across the school	
c. To include within school printed marketing materials (prospectus / fundraising guides) – which are shared with the general public	
d. For inclusion on the school website	

e. In school generated press releases/news articles	
f. School generated social media (posts / notifications / tweets)	
g. Inclusion within EHCP paperwork to demonstrate learning	
For the school to take and use videos for the following reasons:	
a. To support learning and assessment activities across the school	
b. For inclusion on the school website	
c. School generated social media (posts / notifications / tweets)	
d. Inclusion within EHCP meetings to demonstrate learning	
To apply sun cream, supplied by home, as and when required	
To apply sun cream, supplied by the school, as and when required	
To apply off-the-shelf creams such as E45, Savlon, Vaseline, Sudocrem, Metanium (all provided by family)	
To administer analgesics as required (only after having contacted me first)	
OR (please tick one)	OR
To administer analgesics as required (please inform me after you have done so via Home/School book)	
To apply face paints as and when required (including make up)	
To use the outdoor trampoline whilst supervised by a member of staff	
To be involved as and when the PAT Dog visits school	
To receive text messages from the school in connection with emergency school related events (school closures etc)	
To receive emails from the school in connection with emergency school related events (school closures etc)	
To receive text messages from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
To receive emails from the school in connection with additional services, events and signposting materials (fundraising events, coffee mornings, local sports groups etc)	
To share all school produced material(s) including M+H Plans, S+I Plans, Intimate Care Plans etc., with professional bodies and organisations/companies supporting the school and/or your child to ensure information is passed on to support your child.	
To share all school produced material(s) including M+H Plans, S+I Plans, Intimate Care Plans etc., with nominated transition partners/providers in the run up to you/your child leaving Sheringham Woodfields School to better support their transition.	
Does your child have any allergies? (Please state below if yes, if not please leave blank)	

Evidence for Learning Permissions	
I consent to photographs and videos of my child being taken by authorised staff representing Sheringham Woodfields School and uploaded to EFL.	
I consent to photographs and videos containing my child's image/appearance being included in other children's learning journals where there is a shared experience.	
I agree to use all submissions in a safe and personal manner. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs or videos cannot be posted on a social networking site or displayed in a public place.	

Parent/Carer Name(s):	
Signature:	
Date:	

You are able to withdraw your consent at any time. To do this, please contact the school's Data Protection Officer using the following details:

Name: Matthew Smith
Tel: 01263 820520
Email: dpo@sheringhamwoodfields.norfolk.sch.uk

For office use only:

Updated in MIS:	
Permissions folder updated:	
Changes communicated to class team(s)	
EFL permissions recorded and shared accordingly	