



Summerfield Education Centre

Data Collection Sheet

Notes to help you fill in the following forms

Contact Information

- The pupil information in this section relates to the details the Centre needs to hold on contacts for each pupil
- **The Centre must be informed about everyone who has legal Parental Responsibility for a child or young person, as well as any court orders in place in relation to them.**
- As a minimum, a name should be provided for all contacts with Parental Responsibility, even if address or telephone numbers are not known. A copy of any court order should be provided to the Centre.
- If you are unsure of what legal Parental Responsibility is, please speak to the Centre Manager.
- The Contact Priority field indicates the order in which contacts will be telephoned should the need arise and can be amended if required.
- If we have not already obtained this information from you, please give details of all relevant contacts below (continue on a separate sheet if necessary).

Dietary Requirements

- This section is for you to record any food allergies or specific dietary requirements relating to cultural or religious reasons.
- If your child is vegetarian or vegan, please be specific about whether your child can eat eggs, cheese, fish etc.

Dinner Arrangements

- This part of the form enables us to keep track of the meal arrangements for your child in Centre.
- It is important to the Centre to be aware of all pupils who are entitled to free school meals, even if your child brings sandwiches. This is because the proportion of pupils entitled to free meals can affect our funding and the judgement of our progress by Ofsted.
- If you think you may be eligible to receive free meals, please ask at the Centre. If parents are in receipt of any of the following benefits, they may be entitled to claim free meals for their child:
 - Income Support
 - Jobseekers Allowance (income-based)
 - Child Tax/Pension Credit
 - Income related employment and support allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
- Please be aware that all information remains confidential and at no time are other pupils made aware of who has a free meal.

Parents in military service

- The Centre is required to collect information on pupils with parents who are Service Personnel serving in regular HM Forces military units of all forces and exercising parental care and responsibility.
- This information is used by the Department for Education to identify the impact that being a Service child has on their education.
- Information of this nature will remain completely confidential.