

Application for Enrolment

St. Mary's National School
Cloghan
Birr
Co. Offaly R42E521
Tel: 09064 57421

Chairman BoM: Mr. Pat Walsh
Principal: Valerie Daly

E-mail stmarysncloghan@gmail.com Website: www.stmarysncloghan.ie

Child's name in full: _____ PPS no. _____

Birth Cert Name:(if different from above) _____

Address: _____

Eircode _____ Home telephone: _____

Date of Birth: _____

Proposed date of entry: _____

Place of child in family: _____ Number of children in family: _____

Names and ages of children: _____

Father's name: _____

Mother's name: _____

Occupation: _____

Mother's maiden name: _____

Occupation: _____

Mobile No.: _____

Mobile No: _____

Previous Crèche/Nursery/ attended by your child (if any): _____

Address: _____

Telephone: _____

Nationality of child: _____

Is one of the child's mother tongue (i.e. language spoken at home) Irish or English? Yes / No

Details of any illness/operation or emotional problem which may effect child's progress in School:

Pupils sometimes take ill in school and need to be taken home. It is necessary to have a name and a phone number of someone we can contact in an emergency:

_____ Tel: _____

Family/Child's Doctor: _____ Tel: _____

I have read and understand the school's Code of Behaviour

Parent/Guardian's Signature: _____ Date: _____

Please submit original birth certificate with this enrolment form. It will be photocopied and returned immediately.

St. Mary's National School gathers and processes your child's personal data for the purposes of administering the education of your child. To facilitate this, the school will input your child's data into the schools Management Information System, Aladdin. Aladdin is a secure software as a service application which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where the data is only processed for the above purpose.

Pupil Information required for
Department of Education and Skills
Primary Online Database

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database allows the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting.

The database will hold data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Birth Surname, Address (including Eircode), Date of Birth, Gender and Nationality. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion, on their ethnic or cultural background and whether one of the pupil's mother tongues is English or Irish. **In order to assist with the gathering of data please complete this form in CAPITAL LETTERS and return to the school.** The second page of this form will be retained by the primary school.

Teacher/Class Name _____

Current Standard

- Junior Infants Senior Infants First Class
Second Class Third Class Fourth Class
Fifth Class Sixth Class Special Class

Pupil Forename: _____

Pupil Surname: _____

PPSN of Pupil _____

Mother's Birth Surname _____

Pupil's Date of Birth _____

Pupil's Gender: Male Female

Birth Cert Forename (if different from name above)

Birth Cert Surname (if different from name above)

Pupil Address _____

Eircode

County

			/				
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(See

<https://finder.eircode.ie/> for Eircode)

Nationality _____

(In the case of dual citizenship, please specify both nationalities)

Consensual Pupil Information requested
for Department of Education and Skills
Primary Online Database

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Religion and ethnic and cultural background are special category data under the General Data Protection Regulation (GDPR). Mother tongue is personal category data requiring consent for collection. While these questions are optional, written consent is sought by the student's school to record this information and for the school to forward this information to the Department.

The information would be very useful to the Department for statistical and research purposes. Aggregated information on Ethnic/Cultural background will be used to track the progress of these groups, and to compare their progress with other groups, thereby identifying gaps in the system and assisting in the development and implementation of appropriate policies and interventions. Aggregated information on religion will be used for statistical purposes only. Mother tongue is collected to identify, monitor and evaluate the need for English as an additional language (EAL) support. Parents/guardians have the option to identify their children's religion, ethnic background or if mother tongue is English or Irish and to consent for this information to be transferred to the Department of Education and Skills. This page of the form will be retained by your primary school.

Special category data

To which ethnic or cultural background group does your child belong (please tick one)?

(Categories based on the Census of Population)

- | | | | | | | | |
|--------------------------------|--------------------------|-----------------|--------------------------|---|--------------------------|----------------------------|--------------------------|
| White Irish | <input type="checkbox"/> | Irish Traveller | <input type="checkbox"/> | Roma | <input type="checkbox"/> | Any other White Background | <input type="checkbox"/> |
| Black or Black Irish - African | <input type="checkbox"/> | | <input type="checkbox"/> | Black or Black Irish - Any other Black Background | <input type="checkbox"/> | | <input type="checkbox"/> |
| Asian or Asian Irish – Chinese | <input type="checkbox"/> | | <input type="checkbox"/> | Asian or Asian Irish - Any other Asian background | <input type="checkbox"/> | | <input type="checkbox"/> |
| Other (inc. mixed background) | <input type="checkbox"/> | | <input type="checkbox"/> | | | No consent | <input type="checkbox"/> |

What is your child's religion?

- | | | | | | |
|--|--------------------------|------------------------------|--------------------------|-----------------------------------|--------------------------|
| Roman Catholic | <input type="checkbox"/> | No Consent | <input type="checkbox"/> | No Religion | <input type="checkbox"/> |
| Muslim (Islamic) | <input type="checkbox"/> | Church of Ireland (Anglican) | <input type="checkbox"/> | Orthodox (Greek, Coptic, Russian) | <input type="checkbox"/> |
| Christian Religion (not further defined) | <input type="checkbox"/> | Apostolic or Pentecostal | <input type="checkbox"/> | Other Religions | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Presbyterian | <input type="checkbox"/> | Atheist | <input type="checkbox"/> |
| Baptist | <input type="checkbox"/> | Buddhist | <input type="checkbox"/> | Protestant | <input type="checkbox"/> |
| Jehovah's Witness | <input type="checkbox"/> | Methodist, Wesleyan | <input type="checkbox"/> | Lutheran | <input type="checkbox"/> |
| Agnostic | <input type="checkbox"/> | Evangelical | <input type="checkbox"/> | Jewish | <input type="checkbox"/> |

Personal category data

Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?

- Yes No No Consent

I consent for the special category data in the two questions and the personal category data question to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.

Signed: _____

Parent/Guardian

Date: _____

Please complete this form and return to your primary school. For further information on POD please go to the Department of Education and Skills' website www.education.ie

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Chairperson B.O.M.: Mr. Pat Walsh

Dear Parents/Guardians,

Re: Publishing your child's name

During the course of the school year, school events and activities will be published on our school website, twitter account and in the newsletter.

We are asking you to sign a consent form for permission to use your child's name in relation to on our school website, twitter account, newsletter and similar publications during the school year. Your child's name will not be next to his/her photograph.

Should any parent/guardian have any questions about this, or any other matter, please feel free to contact me.

If you do not wish to have your child's name published on these forms of media, please send in a letter with your child to his/her teacher stating so. This can then be filed along with the consent form.

Please fill in the Consent Form below and **return to your child's teacher** as soon as possible.

Yours sincerely
Valerie Daly, Principal

***A record of consent given/not given will be held by the school in with General Data Protection Regulation (GDPR).**

Photos Consent Form

I **consent to allow my child's name**
(Parent / Guardian - full name please)

.....
(Childs name)

to be published as described above during the school year

Signed

Date

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Dear Parents/Guardians

Re: Consent for G Suite for Education and Zoom for Education

St. Mary's National School uses two main platforms for online learning - G Suite for Education and Zoom for Education. These platforms are managed by the teachers and are approved by the Board of Management. Each child will have his/her own username and password for Google Classroom (G Suite for Ed.) The teachers will use Google Classroom and Zoom to support teaching and learning in the event of a bubble/school shut down, for assemblies and for meetings (parent and staff meetings). To read more about G Suite for education, please click on the following link http://stmarysncloghan.ie/?page_id=6603 To read about Zoom, please click on the following link <https://zoom.us/education>

Please fill in the consent form below

Yours Sincerely

Valerie Daly, Principal

A record of consent given/not given will be held by the school in accordance with General Data Protection Regulation (GDPR)

Give permission for St. Mary's NS to create/maintain a G Suite for Education account for my child and for Google to collect, use and disclose information about my child only for the purposes described.

Give permission for St Mary's NS to share images/ videos of my child participating in school activities on the Google Classroom platform. I agree that these images/videos will not be shared or circulated with any person/ group outside of the school.

Give permission for St Mary's NS to create /host online meetings in Zoom for Education to support teaching and learning, for assemblies and for pupil/parent /staff meetings. I give permission for Zoom for education to collect, use and disclose information about my child only for the purposes described.

----- Child's name

I ----- give permission / do not give permission to the above

Signed -----

Date -----

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Dear Parents/Guardians,

Re: Photos during the school year

During the course of the school year, photographs/videos will be taken of many school activities and events. These photos may be published on our school website, twitter account and in the newsletter. We are asking you to sign a consent form for permission to take photographs and publish them on our school website, twitter account and in the newsletter during the school year.

Should any parent/guardian have any questions about this, or any other matter, please feel free to contact me.

If you do not wish to have photos of your child taken or published on the website and newsletter, please send in a letter with your child to his/her teacher stating so. This can then be filed along with the consent form.

Please fill in the Consent Form below and **return to your child's teacher** as soon as possible.

Yours sincerely,
Valerie Daly, Principal

***A record of consent given/not given will be held by the school in with General Data Protection Regulation (GDPR).**

Photos Consent Form

I **consent to allow my child**
(Parent / Guardian - full name please)

.....
(Childs name)

to have photos taken and published as described above during the school year

Signed

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Dear Parents/Guardians,

Re: Activities during the school year

During the course of the school year, all classes undertake a variety of different activities outside the school premises. These include, for example, activities after school, football matches, athletics, swimming, school tours, history/educational tours and any other activities that arise. When we take the children on these outings, we increase the level of supervision to meet the needs of the particular activity.

We are asking you to sign a consent form for all the different activities which arise during the school year. Should any parent/guardian have any questions about this, or any other matter, please feel free to contact me.

If you do not wish your child to take part in any particular activity, please send in a letter with your child to his/her teacher stating so. This can then be filed along with the consent form.

Please fill in the Consent Form below and **return to your child's teacher** as soon as possible.

Yours sincerely,
Valerie Daly, Principal

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Activities Consent Form

I **consent to allow my child**
(Parent / Guardian - full name please)

.....
(Childs name)

to take part in all of the activities / tours / sport that will arise throughout the school year.

Signed

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Dear Parents/Guardians,

Re: Accident /Emergency during the school year

During the course of the school year, it may be necessary in the case of an emergency, to transport a child to hospital, doctor etc. either by ambulance or car.

With younger children it may be necessary to have clothing changed (in the presence of 2 adults) in case of illness or accident.

We are asking you to sign consent forms 1 & 2 for permission for the above.

Should any parent/guardian have any questions about this, or any other matter, please feel free to contact me.

Please fill in Consent Forms 1 & 2 below and **return to your child's teacher** as soon as possible.

Yours sincerely,
Valerie Daly, Principal

***A record of consent given/not given will be held by the school in with General Data Protection Regulation (GDPR).**

Accident/Emergency Consent Form 1

I **consent to allow my child**
(Parent / Guardian – full name please)

.....
(Childs name)

to be taken to hospital/doctor/home/school etc. in the event of an emergency during the school year

Signed

***A record of consent given/not given will be held by the school for the duration of the child's enrolment**

Accident/Emergency Consent Form 2

I **consent to allow my child**
(Parent / Guardian – full name please)

.....
(Childs name)

to have clothing changed(in the presence of 2 adults) in the event of an accident or illness during the school year

Signed

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Dear Parents/Guardians,

Re: Stay Safe Programme

In compliance with Department of Education and Skills guidelines, the school teaches 'StaySafe' lessons on personal safety and RSE lessons on developing and changing. You will be informed in advance by the classroom teacher when the lessons are commencing. Please refer to the website https://www.healthpromotion.ie/health/inner/busy_bodies for 'Busy Bodies' HSE resources used in the senior classes.

Should any parent/guardian have any questions about this, or any other matter, please feel free to contact me.

Please fill in the Consent Form below and **return to your child's teacher** as soon as possible.

Yours sincerely,
Valerie Daly, Principal

***A record of consent given/not given will be held by the school in with General Data Protection Regulation (GDPR).**

Photos Consent Form

I **consent to allow my child**
(Parent / Guardian – full name please)

.....
(Childs name)

to be participate in Stay Safe and RSE lessons.

Signed

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Dear Parents/Guardians,

Re: Learning in another classroom

During the course of the school year, it may be necessary for organisational reason to remove a child or group of children to another room to work with a support teacher or another class teacher. (If your child is experiencing learning difficulties you will be informed directly by the class teacher).

Should any parent/guardian have any questions about this, or any other matter, please feel free to contact me.

Please fill in the Consent Form below and **return to your child's teacher** as soon as possible.

Yours sincerely,
Valerie Daly, Principal

***A record of consent given/not given will be held by the school in with General Data Protection Regulation (GDPR).**

Photos Consent Form

I **consent to allow my child**
(Parent / Guardian - full name please)

.....
(Childs name)

to be removed to another classroom to work with another teacher.

Signed

Date

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Dear Parents/Guardians,

6th Class Pupil Information for Post-Primary Schools

During the course of the school year, the local post-primary schools may request the name of 6th class pupils, and their parents'/guardians' names and addresses.

We are asking you to sign a consent form for permission to forward these details to the post-primary schools, if requested by them.

If you do not wish to have this information forwarded to the post-primary schools, please send in a letter with your child to his/her teacher stating so. This can then be filed along with the consent form.

Please fill in the Consent Form below and **return to your child's teacher** as soon as possible.

Yours sincerely,
Valerie Daly, Principal

***A record of consent given/not given will be held by the school in with General Data Protection Regulation (GDPR).**

6th Class Pupil Information for Post-Primary Schools

.....
(Childs name)

I consent to allow my 6th child's name, parents'/guardians' names and address to be forwarded to post-primary schools upon their request.
(Parent / Guardian - full name please)

Signed

***A record of consent given/not given will be held by the school for the duration of the child's enrolment**
