

# PARENT/CARER CONTACT INFORMATION



**You will appreciate the importance of our being able to contact you quickly in case of an emergency. Please complete and return the Parent/Carer Contact Information form.**

A statutory report to the Education Secretary recommends that School should hold at least three phone numbers for different adults. If parents work, we must also have a contact number for work.

Should your details change during the school year, please remember to update the form immediately. Copies can be found on our website, or are available from the School Office on request.

Please note that if your child needs hospital attention and we are unable to contact you immediately, an ambulance will be summoned and your child will be taken to hospital. A member of staff will accompany your child and wait for you at the hospital. If we are unable to contact you, or other next of kin in an emergency, we may contact Social Services.

<p><b>Signature :</b> .....</p> <p><b>Name (block capitals) :</b> ..... <b>Date :</b> .....</p>
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## Pupil Information

<b>Surname :</b> .....	<b>Forename(s) :</b> .....
<b>Date of Birth :</b> .....	
<b>Address :</b> ..... ..... .....	
<b>Post Code :</b> .....	

## Parental Responsibility

<b>Names of individuals holding Parental Responsibility</b>	..... .....
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## Family Information

### Parents/Carers

We will send out newsletters and updates to parents and carers via email. Please advise the School Office if you do not wish to receive any communications via email. Separate arrangements are in place regarding the Home School Diary.

<b>Surname</b> : .....	<b>Forename(s)</b> : .....
<b>Address</b> (if different from child) : .....	
..... <b>Post Code</b> : .....	
<b>Mobile Tel No</b> : .....	<b>Home Tel No</b> : .....
<b>Work Tel No</b> : .....	<b>School must have a work number to contact parents who work</b>
<b>Email</b> : .....	

<b>Surname</b> : .....	<b>Forename(s)</b> : .....
<b>Address</b> (if different from child) : .....	
..... <b>Post Code</b> : .....	
<b>Mobile Tel No</b> : .....	<b>Home Tel No</b> : .....
<b>Work Tel No</b> : .....	
<b>Email</b> : .....	

**Other emergency contact(s).** School requires at least two additional emergency contact points.

<b>Surname</b> : .....	<b>Forename(s)</b> : .....
<b>Address</b> (if different from child) : .....	
..... <b>Post Code</b> : .....	
<b>Relationship to Child</b> (eg grandparent, friend) .....	
<b>Mobile Tel No</b> : .....	<b>Home Tel No</b> : .....
<b>Work Tel No</b> : .....	

<b>Surname</b> : .....	<b>Forename(s)</b> : .....
<b>Address</b> (if different from child) : .....	
..... <b>Post Code</b> : .....	
<b>Relationship to Child</b> (eg grandparent, friend) .....	
<b>Mobile Tel No</b> : .....	<b>Home Tel No</b> : .....
<b>Work Tel No</b> : .....	

<b>Surname</b> : .....	<b>Forename(s)</b> : .....
<b>Address</b> (if different from child) : .....	
..... <b>Post Code</b> : .....	
<b>Relationship to Child</b> (eg grandparent, friend) .....	
<b>Mobile Tel No</b> : .....	<b>Home Tel No</b> : .....
<b>Work Tel No</b> : .....	

## Medical Information

### Doctor

<b>Name of Doctor :</b> .....	<b>Name of Surgery :</b> .....
<b>Address</b> (if different from child) : ..... .....	
<b>Post Code :</b> .....	
<b>Telephone No :</b> .....	<b>Home Tel No :</b> .....

## DETAILS OF ANY OTHER PROFESSIONS INVOLVED WITH YOUR CHILD

### Healthcare

<b>Paediatrician</b>	
<b>Name:</b> .....	<b>Address....</b> .....
<b>Telephone No :</b> .....	<b>email :</b> .....
<b>Psychiatrist</b>	
<b>Name:</b> .....	<b>Address....</b> .....
<b>Telephone No :</b> .....	<b>email :</b> .....
<b>Psychologist</b>	
<b>Name:</b> .....	<b>Address....</b> .....
<b>Telephone No :</b> .....	<b>email :</b> .....

<b>Consultant</b>	
<b>Name:</b> .....	Address.... ..
Telephone No : .....	email : .....
<b>Optician/Optomtrist</b>	
<b>Name:</b> .....	Address.... ..
Telephone No : .....	email : .....
<b>Specialist Dental Service</b>	
<b>Name:</b> .....	Address.... ..
Telephone No : .....	email : .....
<b>CAMHS/TESS/Counselling, etc</b>	
<b>Name:</b> .....	Address.... ..
<b>Service :</b> .....	
Telephone No : .....	email : .....
<b>Name:</b> .....	Address.... ..
<b>Service :</b> .....	
Telephone No : .....	email : .....
<b>Other Healthcare</b>	
<b>Name:</b> .....	Address.... ..
<b>Service :</b> .....	
Telephone No : .....	email : .....
<b>Name:</b> .....	Address.... ..

<b>Service :</b> .....	
Telephone No : .....	email : .....

## Social Care

<b>Social Worker</b>	
<b>Name:</b> .....	Address.... ..
Telephone No : .....	email : .....
<b>Disability Social Worker</b>	
<b>Name:</b> .....	Address.... ..
Telephone No : .....	email : .....
<b>Other Social Care Workers</b>	
<b>Name:</b> .....	Address.... ..
<b>Service :</b> .....	
Telephone No : .....	email : .....
<b>Name:</b> .....	Address.... ..
<b>Service :</b> .....	
Telephone No : .....	email : .....
<b>Name:</b> .....	Address.... ..
<b>Service :</b> .....	
Telephone No : .....	email : .....

## Details of allergies, medical conditions, known disorders, etc

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## Travel

As part of their School day, children regularly access the community, and this often requires travel in cars. All cars and drivers are covered by appropriate insurance

Please confirm whether your child has any specific requirements regarding travel, for example booster seats, travel on their own (they will always be accompanied by a tutor), whether they require a plus one, whether they will try to open car doors, whether they need silence, etc

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## Children Act 1989

If your child has been subject to an Order under the Children Act 1989 (eg LAC) please give details below

Date of Order : : .....
Details of Supervision/ Care Order : .....
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Details of Section 8 Order :
Name of Person with Parental Responsibility : .....
Address given in Order : .....
Other details : .....

**Data Protection Act 1998:**

The School is registered under the Data Protection Act for holding personal data and sensitive personal data.

The School has a duty to protect this information and to keep it up to date. However, the School is required to share some of the data with the Local Authority, DfE and other external agencies.

Most of this data is generic and non-sensitive. The School will always seek your permission before sharing any sensitive or personal data..

I give my consent to the School sharing non-sensitive data and annual review paperwork with the Local Authority, DfE and other external agencies involved with my child

**Name :** ..... **Date :** .....



School Details :	<b>The Island Project School</b> DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588
Designated Safeguarding Lead :	<b>Sarah Gallagher</b> – School Principal Mobile : 07971 543 832 Email : <a href="mailto:s.gallagher@ipschool.co.uk">s.gallagher@ipschool.co.uk</a>
Deputy Designated Safeguarding Lead :	<b>Nicole Sheehan</b> – SLT (Head of School) mobile: 07971 543 755 email : <a href="mailto:n.sheehan@ipschool.co.uk">n.sheehan@ipschool.co.uk</a> <b>Melanie Collett</b> – SLT (Head of Further Education) Mobile : 07971 543 753 Email : <a href="mailto:m.collett@ipschool.co.uk">m.collett@ipschool.co.uk</a> <b>Nial Al-Zanki</b> – Unit Head Post 16 email : <a href="mailto:n.al-zanki@ipschool.co.uk">n.al-zanki@ipschool.co.uk</a> telephone : 01675 466 682
Designated Trustees For Child Protection:	<b>Jacqueline Walters-Hutton (Pupils)</b> <b>Claire Browning (Staff)</b>
Senior Leadership Team :	<b>Sarah Gallagher</b> – SLT (School Principal) <b>Carol Howe</b> – SLT (Curriculum Director) email : <a href="mailto:c.howe@ipschool.co.uk">c.howe@ipschool.co.uk</a> <b>Paul Quigley</b> – SLT (Commercial Director) email: <a href="mailto:p.quigley@ipschool.co.uk">p.quigley@ipschool.co.uk</a> <b>Nicole Sheehan</b> – SLT (Head of School) <b>Melanie Collett</b> – SLT (Head of Further Education)
Trustees :	<b>Gordon Booth</b> <b>Jacqueline Walters-Hutton</b> <b>Claire Browning</b>
Date Last Reviewed :	1 <sup>st</sup> August 2017
To be reviewed by :	