



*Oxford Manor College*

## **CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

Dear Parents,

### **VISITS/TRIPS**

Visits are arranged locally and further afield. They provide valuable learning opportunities in many subjects. Parents/carers are advised about visits/trips by letter and are asked to sign a consent form prior to a visit; with scholars expected to follow the Code of Conduct for all visits. Rigorous risk assessments are undertaken prior to all visits. A student's poor behaviour may prevent him/her attending a trip for which he/she may have enrolled. Parents would be informed. When necessary parents/carers will be asked to give consent for images/film to be taken of scholars and used for non-commercial purposes.

Please sign and date the form below if you are happy for your child...

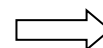
- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

### **Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - ✓ All visits (including residential trips) which take place during the holidays or a weekend
  - ✓ Adventure activities at any time
  - ✓ Off-site sporting fixtures outside the school day.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please turn over



## DATA PROTECTION ACT AND SCHOLAR COMPUTER RECORDS

At OMC we comply with the Data Protection Act and store essential educational information about scholars on a central computer. We need to enter data for new scholars and ask all entrants to complete the Admissions Form so that we can up-date our records. Ms Joan in the General Office will be pleased to help with completion of Admissions Forms. In addition, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please sign and date below if you wish to give us your consent. The consent will be valid for 5 years or the entire duration of your child's education at the school.

Occasionally, we may take photographs of the scholars at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website, other social media or on project display boards at our school. We may also make video or webcam recordings for school-to- school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Scholars will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. The copyright of any materials generated will be assigned to Oxford Manor College.

Full name of scholar: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Class: \_\_\_\_\_

I hereby consent to the above as detailed in sections 1 and 2 as follows:

- 1. The School Trips and Other Off-Site Activities
- 2. Data Protection Act and Scholar computer Records

As such, I understand that there will be no payment and I give permission for the photographs to be used in publicity materials and publications.

Parent's Full Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_