

## INFORMATION FORM 2023-2024

To be printed, completed and given to the teacher on the 1st day back at school.

### PUPIL INFORMATION

<b>Surname</b>	<b>First Name</b>	<b>School Year</b>
<b>Languages spoken at home:</b> 1.	2.	3.
<b>Parent's profession (optional)</b>	Parent 1:	Parent 2:

### PARENTS – LEGAL GUARDIANS INFORMATION

	Surname-First name	Telephone	Relationship with the pupil
1			
2			

### PERSONS AUTHORISED TO PICK UP THE PUPIL

	Surname-First name	Telephone	Relationship with the pupil
1			
2			
3			

**N.B.** : For CM1 and CM2 pupils, an exit Authorisation Form without an adult is available on the school website (Tabs : "Information")

### OTHERS CONTACT IN CASE OF EMERGENCY (If different from the persons mentioned above)

In the event of health problems, accident, the school does its best to notify the family by the fastest means. You are required to make yourself available as soon as possible when the school calls you. In the event you cannot be reached, please provide the details of another person we can contact. In an emergency we will call 999. The relevant person will decide, depending on the seriousness of the case, whether to transport the child to a competent hospital. The family is immediately notified. Parents are responsible: you must contact the hospital to which your child has been transferred as soon as possible. A minor pupil can only leave the hospital accompanied by his family.

	Surname- First Name	Telephone	Relationship with the pupil
1			
2			

## TRAVEL TO GET TO SCHOOL

In order to help us to write the School Travel Plan requested each year by the Borough of Kensington and Chelsea, please indicate the primary mode of transportation used by your child. Tick the applicable box(es)

On foot		By Bus		By train / tube	
Scooter		By Car		Carpooling	
Cycle		By taxi		Other (please specify)	

## AUTHORISATION AND COMMITMENTS

<b>Acceptance slip – Policies and Procedures – Primary School</b> This document must be printed and returned duly completed on the first day back at school. (Tab : “Document”)	<input type="checkbox"/> Printed and signed
<b>Consent slip concerning rights regarding audio and video recording and photography</b> This document must be printed and returned duly completed on the first day back at school. (Tab : “Document”)	<input type="checkbox"/> Printed and signed
<b>Insurance</b> <b>Liability Insurance</b> is not compulsory because children are covered by the Lycée insurance. (However parents are not) In terms of personal insurance, children are covered at school, during outings and school trips, but only for very serious cases (death, loss of limb, paralysis). We recommend the complementary ones offered by the parents’ association of the school, which are adapted to the school needs (broken teeth, broken glasses.....)	<input type="checkbox"/> Read and acknowledged
<b>Communication of the email address:</b> I authorise the school to communicate my email address to the Parents’ Association of the Lycée.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## HEALTH: Treatment and school meal

If your child suffers from health problems that evolve over a long period and may require treatment or care at school, **it is your responsibility** to request a PAI - **Projet d’Accueil Individualisé** (Document “PAI” tabs: Information for families”).

At the request of parents before the start of the school year or in the very first days, the PAI will be set. A prescription with a medical certificate of less than one year written by a specialist will then be mandatory and essential for the P.A.I.

The possible treatment must be provided in duplicate.

TEACHERS ARE NOT AUTHORISED WITHOUT THIS DOCUMENT TO ADMINISTER MEDICINES. CHILDREN CANNOT HAVE A LUNCH PACK WITHOUT THIS DOCUMENT.

## SCHOOL CANTEEN

### For pupils in CE1-CE2, CM1 and CM2

Each day at the self service, students have the choice between three starters, three main courses and three desserts. The menus are available on the Lycée’s website and are displayed in the canteen. Allergens are specified.

### For pupils in PS-MS-GS-CP

I would like my child to benefit from a specific diet, apart from cases of allergies which must be the subject of a P.A.I (see the information for families on the PAI on the school’s website tab “ Documents”)

Specif diet requested : .....

## HEALTH OF YOUR CHILD

You are invited to indicate here any information concerning the health of your child that you wish to bring to our attention.

Regarding the health data contained in this information sheet, the child's parents (or legal representatives, if applicable), declare that the information provided corresponds to the reality of their child's state of health, and certify that the attending physician carried out the corresponding medical examinations. The parents of the child (or legal representatives where applicable) give their consent to the processing of all the data contained in this information sheet. The child's parents (or legal representatives where applicable) undertake to immediately inform the Lycée authorities of any change that may occur in their child's health or in their personal data, and in the event of an emergency, authorise the French Lycée Charles de Gaulle in London to involve the competent medical services.

In accordance with articles 12 and 13 of Regulation (EU) 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data, and with the provisions of the Data Protection Act 2018, we hereby inform you that, as a data controller, the Lycée Français Charles de Gaulle de Londres collects information pertaining to you for administrative management purposes and for the protection of pupils (prevent any problematic situation, record contact details for pupils, being able to provide the basic first aid that may be needed in the handling of everyday accidents). Your data will be solely for the administrative team and authorised services of the Lycée Français Charles de Gaulle de Londres and will be retained for two years. In accordance with our data protection policy, we have a duty to protect your data against unauthorised access. In accordance with articles 15 to 22 of Regulation (EU) 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data, and articles 7, 46 and 47 of the Data Protection Act 2018, you can exercise your right of access to data, and rectification or erasure of personal data at any time, by contacting the Lycée Français Charles de Gaulle de Londres.

**Date :**

**Parents signature /Legal Guardian :**