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## Kimbolton School – Engage Portal

At Kimbolton School we use the Engage parent portal to communicate with parents. As part of the joining process a number of forms are required to be completed on the portal in advance of coming into school. Details on how to access the portal and complete these forms can be found in this document.

The portal can be accessed at the following link: <https://engage.kimboltonschool.com>

If you already have a child at Kimbolton School please access the portal using your usual log-in details, you will find that your child starting with us in September will now feature on the home screen. If you are not yet a current parent, please access the portal using the log-in details in the accompanying email.

### Using the Portal to Complete the Forms

To access the forms:

- On the portal homepage, click on the 'View Details' box below your child's name.
- Once the page has reloaded with your child's page, click on 'Add New Entry' (this may take an extra second or two to appear)
- A new box will pop-up. Use the dropdown list to select the correct form and click 'Add New Entry'.
- Before starting each form, please select the child that it applies to from the list at the top.
- When you have completed all required forms for a child, return to the homepage and start again for your next child (if necessary).

If you have any issues completing these via a mobile device, please try using a desktop.

## Mandatory Forms to complete

The following forms will need to be completed on the portal in advance of starting with us.

### Annual Medical Consent Form

Our nursing team need current and accurate medical information and consent for medication before the start of term. This form is a live document and may be amended by you at any time if there are changes to your child's medical needs, GP details etc.

## **Annual Trip Consent Form**

This form alleviates some of the paperwork associated with school trips. Together with the medical form, it provides staff responsible for running trips with information about any key medical or dietary conditions your son or daughter may have.

For most day trips, communication will be made by the member of staff responsible seeking permission for your child to participate. It will be your responsibility to inform us of any changes to the contact/medical information you provide before your son/daughter goes on a trip.

Please be aware that, unless you inform us otherwise, these details will also be used for any residential trips we are organising this half term.

Please be aware that without these two forms completed, your child will be unable to participate in any forthcoming trips.

## **Image Consent Form**

This confirms whether we have permission to use non-essential images of your child in our school media.

This consent will last until your child leaves the School or you submit a revised daybook form. Should you agree to our use of your child's image in the manner described in our [Taking, Storing and Using Images of Children policy](#), we will still seek specific consent before using a photograph or video recording where we consider that the use is more privacy intrusive. Examples of this are where that pupil is a particular focus of the shot, or identified by their full name, but consent will not usually be sought when the child is included as part of a larger group (5 or more) or team shot. Older pupils will be able to provide consent for themselves.

Alternatively, if you object to all non-essential uses of your child's image, we will respect your wishes whenever reasonably possible and will not take, store or use their image for other than essential purposes.

Note that the choices are to opt-in fully or to opt-out fully. Please contact [marketing@kimboltonschool.com](mailto:marketing@kimboltonschool.com) if you have any questions about this policy and form.

## **Senior School pupils only – Acceptable User Agreement**

We require all Senior School pupils to comply with the Acceptable User Agreement. The agreement can be found on Engage and in order to be issued with your child's school email account they will need to consent to the form on the portal.

## **Reception pupils only – Tapestry Consent form**

Tapestry is used as a home/school communication tool as part of our Early Years Curriculum to enable parents to be involved in your child's first year of education. A letter from our Head of Early Years can be found on our website and in order to use Tapestry for your child you will need to provide consent on the portal.

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