



Spalding Parish Church of England Day School

A decorative graphic consisting of several overlapping, wavy, translucent purple bands that flow from the left side of the page towards the right, ending in a pointed shape.

WELCOME TO SPALDING PARISH CHURCH OF ENGLAND DAY SCHOOL

FOUNDATION STAGE

SEPTEMBER 2020

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STARTING SCHOOL CHECKLIST

- ✓ Complete Pupil Information Booklet and return to school **by Friday 10th July**. Speak to school if you need support with this.
- ✓ Bring full Birth Certificate to the School Office **by Friday 10th July**.
- ✓ Name all items of clothing and make sure your child knows where to find their name on each item.

Don't forget to:

- ✓ Talk to your child regularly about starting school.
- ✓ Encourage your child to be independent when dressing themselves.
- ✓ Help them learn to recognise their name and own pieces of clothing.

THE SCHOOL DAY

Start of the Day: 8.50am

Doors open 10 minutes before so that your child can be
Ready for registration at that time.

End of the School Day: 3.10pm

STARTING SCHOOL

When your child starts primary school there are a number of skills that they should ideally have mastered. Use this sheet as a guide to help track their progress.

<p>Independence</p> <p>I am happy to be away from my Mummy, Daddy or Carer.</p> <p>I can recognise my own belongings and know where to put them.</p> <p>I am feeling confident about starting school.</p>	<p>Listening and Understanding</p> <p>I am able to sit still and listen for a short while.</p> <p>I can follow instructions.</p> <p>I understand the need to follow rules.</p>
<p>Routines</p> <p>I have practised putting on my uniform and PE Kit.</p> <p>I have a good bedtime routine so I am not feeling tired for school.</p>	<p>Sharing and Turn Taking</p> <p>I share toys and take turns.</p> <p>I play games with others.</p> <p>I interact with other children.</p>
<p>Self-Care</p> <p>I know when to wash my hands.</p> <p>I can wipe my nose. I can tell someone if I don't feel well.</p>	<p>Speaking and Literacy</p> <p>I am interested in reading stories and looking at picture books.</p> <p>I am able to talk about myself, my needs and feelings.</p> <p>I can recognise my name and I am learning to write it.</p>
<p>Getting Dressed and Undressed on my Own</p> <p>I can put my own shoes and socks on.</p> <p>I can button and unbutton my clothes.</p> <p>I can put my coat on and use a zip.</p>	<p>Interest in the World and New Activities</p> <p>I enjoy learning about the world around me.</p> <p>I am interested in exploring new activities or environments.</p> <p>I like asking questions.</p>
<p>Eating</p> <p>I can use a knife and fork.</p> <p>I can carry a plate of food.</p> <p>I can open my packed lunch on my own.</p>	<p>Writing Skills</p> <p>I like tracing patterns and colouring in.</p> <p>I enjoy using tools such as pencils to make marks on paper or other materials.</p> <p>I am practising holding a pencil.</p>
<p>Going to the Toilet</p> <p>I can go to the toilet on my own, wipe myself properly and flush.</p> <p>I can wash and dry my hands without any help.</p>	<p>Counting Skills</p> <p>I enjoy practising counting objects.</p> <p>I like saying number rhymes and playing counting games.</p> <p>I can recognise some numbers when they are written down.</p>

SCHOOL UNIFORM

Our school uniform supplier is Nationwide School Uniforms and uniform can be ordered and paid for on-line; we do not hold any stock in school. The link to the website is below, you will then need to search for Spalding Parish to access the uniform.

<http://www.nationwideschooluniforms.co.uk/index.php?route=product/search&keyword=spa>

If you order uniform by the third Monday of the month the uniform will be delivered to school in the last week of the month, free of charge. If you wish to have the uniform delivered to your home address quicker you can pay postage and it will be delivered soon after you have ordered it, or you can pick it up from the suppliers' shop in Spilsby.



Boys and Girls

- Purple Sweatshirt or Cardigan
- Purple or White Polo Shirt
- Grey Trousers, Dress or Skirt
- Purple, Red or Yellow Gingham Summer Dress
- Plain Grey, Black or White Socks or Tights
- Flat Black Shoes - No trainers or heels
- No nail varnish
- Jewellery – only earring studs or small objects of religious significance
(these must be removed on PE days)



All items to be clearly named

PE KIT

- Navy Blue/ Black Shorts
- Purple T-Shirt
- Tracksuit
- Plimsolls or Trainers

No earrings or jewellery to be worn on PE days

Please support children to be independent when getting changed. Ensure they can recognise their name and items of clothing.

Please ensure PE kits are in school everyday.



OUTSIDE PLAY

- Wellies
- Waterproof coat
- Waterproof trousers (optional)
- Sunhat and suncream in the summer
- Hat, gloves and scarf in winter

*a small number of each item are available in school

Don't forget to name all items!



SNACK

As a school we continue to participate in the Government's Fruit and Vegetable Scheme entitling every child age 4 – 6 to receive a free piece of fruit or vegetable each day. This reinforces our commitment to healthy eating and replaces morning snacks for all children in Foundation Stage and Key Stage 1. As such, you do not need to send your child with a snack each day as this will be provided as part of this scheme.



WATER

It has been proven that drinking plenty of water increases children's mental alertness and so helps them to learn more effectively. Fresh, chilled and filtered, mains-supplied water is freely available in school for the children.

Each child should have their own named plastic water bottle which they can refill from the water coolers as necessary and which is kept easily accessible at all times.



PACKED LUNCHES

You may choose to provide your child with a **healthy** packed lunch however all Early Years children currently receive a free school meal through the Universal Infant Free School Meals scheme. This currently includes children in Foundation Stage, Year 1 and Year 2.

- 🍷 Sandwich (*can be replaced with another savoury item e.g. a wrap.*
NOT to be replaced with a sweet alternative e.g. a donut or croissant).
- 🍷 Savoury snack such as crackers
- 🍷 Fruit
- 🍷 Sweet snack such as a cereal/biscuit bar



Nuts

VERY IMPORTANT: SPCEDS is a 'nut-free' zone

Please note that we cannot allow nuts in school either as a snack, in snack bars or as peanut butter in sandwiches due to the risk of anaphylaxis. This also includes any food item where nuts may be present in chocolate spreads and fillings such as Nutella. Even the dust from peanuts can be fatal and it is imperative that parents/carers adhere to this very important regulation.

HOT SCHOOL MEALS

The school kitchen falls under school governance. As a result nutritious, well-balanced school meals are freshly cooked each day in our own kitchen. As part of this we have been closely working with the Lincolnshire Food in Schools team to ensure hot meals produced for the children are healthy and meet statutory guidance. As such children have a daily choice of:

- 🍲 A hot meal
- 🍲 A vegetarian option
- 🍲 A jacket potato with filling
- 🍲 A school-made packed lunch (KS2 only)



The meals provided by the school kitchen team are proving very popular and I know the ladies in the kitchen have been keenly developing this provision, providing meals that the children enjoy but that are also healthy and nutritionally sound.

As a result of their hard work, I am pleased to be able to share that the SPCEDS School Kitchen was awarded the School Food Standards Certification in July 2019. Our kitchen staff have worked really hard ensuring the children are receiving healthy, tasty and nutritious meals.

As part of your child starting school, we would encourage all of you to book our freshly prepared hot meals for your child for their school lunch. Given the Government initiative of Universal Infant Free School Meals, these meals are free to all pupils in Foundation Stage, Year 1 and Year 2 and as such our preferred option for our Foundation Stage and Key Stage 1 pupils, ensuring that pupils receive a healthy meal at lunchtimes in line with statutory guidance.

As a school we would appreciate your support in ensuring pupils are receiving a healthy daily diet during their time in school and would like to thank you in anticipation of this. If you do have any questions or queries, please do not hesitate to get in touch with myself or a member of the Senior Leadership Team.



ORDERING HOT SCHOOL MEALS THROUGH WISEPAY

Every child in Foundation Stage, Year 1 and Year 2 is entitled to a Free School Meal provided by the Government (Universal Infant Free School Meal). We recommend your child takes up this free offer. Lunches are ordered through Wisepay, our payments website.

Once your child has started with us and is on our current roll, we will then print the Wisepay login which we will send home with your child.

If you do not order, or do not want your child to have a free hot lunch, you must send a packed lunch for your child to have.

The Hot Meal menu is put onto Wisepay termly; it is usually put on the website 2 weeks before the end of term.

Should you experience problems registering on Wisepay or have any questions about the Universal Infant Free School Meals, the office staff will be available to assist you.

All meals and school trips have to be ordered/paid for through Wisepay so we recommend you register on there as soon as you receive your login.

NOTE: Your child will still need to bring a drink with them to drink during the day.



FREE SCHOOL MEAL APPLICATION AND GUIDANCE

All Early Years children are currently entitled to receive a free school meal through the Universal Infant Free School Meals scheme. This currently includes children in Foundation Stage, Year 1 and Year 2. However, if a family are in receipt of certain benefits, we strongly recommend parents/carers apply for Free School Meals now so that once their child becomes of the age where UIFSM do not apply, the child can continue to receive free school meals.

ARE YOU IN RECEIPT OF ANY OF THE BENEFITS BELOW?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

IF SO, YOUR CHILD MAY BE ELIGIBLE FOR FREE SCHOOL MEALS. THEY WILL ALSO QUALIFY FOR PUPIL PREMIUM FUNDING FOR YOUR CHILD'S SCHOOL

Free school meals offer a healthy, wide selection of options for your child at lunchtime and can save families approximately £460 per year.

If you think you are eligible, we would strongly recommend you make an application, particularly given the fact there is no confirmation of how long Universal Infant Free School Meal scheme will be available for. If your application is successful this means school would receive additional funding that could be used to support your child's education during their time in school.

Please see the following guidance below on how to apply. If you are unable to access the online portal below please contact school or the Customer Service Centre for assistance.

GUIDANCE FOR PARENTS/CARERS

Create an account using your email address on the online Parent Portal :
<https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/>

Step 1



Step 2

The screenshot shows the 'Create new user account' form in Internet Explorer. The browser's address bar displays 'https://fcc-test.cloud.servelec-synergy.com/'. The page has a blue header with the 'Synergy Parent Portal' logo. The main heading is 'Create new user account'. Below this, there is explanatory text: 'To create a new account, please specify the details of the applicant below. Items marked with asterisks are mandatory fields. Click Next to continue once you have completed your details.' It also states that users should choose a secure password containing at least 8 characters and comprising of one or more upper-case letters, lower-case letters and numbers. The form is titled 'Account Details' and contains several fields: 'Title' (a dropdown menu with '<< Please Select >>' and a dropdown arrow), 'Forename', 'Middlename', 'Surname', 'Evening Phone', 'Daytime Phone', and 'Mobile Phone'. The 'Title' field is marked with an asterisk, indicating it is a required field. The form is displayed in a window titled 'Create new user account - Internet Explorer'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying '10:39 29/08/2018'.

Step 3

Account Verification Required

You cannot use the system until your email address has been verified.

An email has been sent to the address that you supplied.

Please read the email and follow the instructions.

Exit

Resend

Step 4

Sign In

Please complete the blank fields below, and click 'Sign in' to continue.

Your account will be verified when you have logged in successfully.

Sign In

Email Address *

Password *

Sign in


Click here if you have lost or forgotten your password

Applicant Summary

This screen shows a summary of any children added to your account. To add new children click the Add Child button.

To apply for a school place once you have added your child's details, scroll down to the bottom of the page and click the new school admissions application button.

This screen shows a summary of all the Children within the Family that will be included in the Free School Meals application. Before submitting a Free School Meals application, please ensure all Children within the Family have been added. To add new children to the Family, click the add child button.

 Applicant

Mrs Annie Other
3,
Anybody Street,
Anytown,
Anywhere,
AY1 1ER

View Details

Add Child

Back to Top

Step 5 An email will be sent advising if 'eligible' or 'not eligible' for free school meals.

IMPORTANT INFORMATION – If you receive a 'not eligible' letter, please check the date of birth and the National Insurance Number for the parent/carer has been entered correctly on the online Parent Portal.

Telephone enquiries – Customer Services Centre Tel : (01522) 782030

SCHOOL MILK

Milk is a vital contributing factor to the growth of good strong bones and teeth and therefore it is important to a growing child. A 189ml carton of milk provides half the daily requirement of calcium of a 6 year old child (The Dairy Council).

Under the Nursery Milk Scheme, milk is offered to children in the Foundation Stage who are still 4 years old for the whole of the following term. Milk is also offered throughout school to children who qualify for Free School Meals (different to Universal Infant Free School Meals).

A portion of fresh, chilled milk at mid-morning break provides protein, calcium and other vital nutrients, important for your child's growth and development. It's also a great way to bridge the gap between breakfast and lunch, re-hydrating your child and helping them to concentrate in class.

All children's milk is refrigerated on receipt of the delivery in the early morning and is kept chilled until required at break time. Milk may be ordered on a termly basis for Foundation Stage and Key Stage 1 children only. In the interest of children's health, milk is semi-skimmed for children in Foundation Stage and Key Stage 1.

School milk is FREE for children under 5 and FREE for children receiving and/or entitled to Free School Meals.


What you need to do:

As your child is under the age of 5 at the start of September, Term 1, school will register your child for free milk automatically. We will provide Cool Milk with your child's name and date of birth as part of the registration process.

Should you wish to opt out of this automatic registration, please contact the School Office.

When your child turns 5, you have the option to pay for their milk directly through Cool Milk.

Please follow the registration process below to continue milk provision after your child's 5th birthday.

 Visit www.coolmilk.com as soon as possible and select "Register your child for milk here", then follow the on-screen instructions to register and pay

When your child is over 5 and if they are entitled to benefit-based Free School Meals, school will fund the cost of their milk on your behalf.

Should you have any queries regarding your child's registration or milk supply, please do not hesitate to contact Cool Milk directly at customerservices@coolmilk.com or call 0844 854 2913.



MEDICINES

Medication prescribed by a Doctor will be administered by designated staff on completion of an 'Administration of Medication' form which can be collected and returned to the School Office.

Non-prescription medicine is NOT ALLOWED in school however, following recent advice from a local GP surgery, we are able to administer certain non-prescribed medicines such as **paracetamol** and **ibuprofen** based products (e.g. Calpol). A request in writing is still required, via the relevant form, stating required dose and timings and all medication must be very clearly labelled with the child's name.



SCHOOL LETTERS

To help parents/carers keep up-to-date with news, trips, etc that are taking place in school for their children, all letters are sent out electronically via Wisepay. However, we do also update the school website with letters that are sent home.

For letters that are for the whole school, please go to <http://www.spaldingparish.lincs.sch.uk/newsletters.asp> and click either **Information Letters** or **Newsletters** to find what communications have been sent.

For letters that are specific to a year group, please click the 'Learning' tab and choose the year group you need from the drop down list. Scroll down and click the link for 'Information Letters'. <http://www.spaldingparish.lincs.sch.uk/learning.asp>

We also print spare copies of letters and these are kept in the carousel in the waiting area at the Reception for parents/carers to take a copy should they need to.

A template for a school letter. At the top, there is a decorative border of small, colorful icons. Below this, a cartoon boy in a blue shirt and yellow shorts is holding a white envelope. To the left of the boy, the word 'Dear' is followed by a blank line for a name. Below this, there are several horizontal lines for the body of the letter. At the bottom, there is a blank line for a signature, followed by another decorative border of small, colorful icons.

CHILDREN'S ABSENCES

Illness

If your child is absent from school you must contact the School Office by 9.30am on **each day** of absence giving the reason. **This is for safeguarding reasons; if your child isn't in school we need to know that they are safe.**

Our email address is absence@spaldingparish.lincs.sch.uk or you can call telephone number 01775 722333 where there is an answerphone service available.



NOTE: Sickness and Diarrhoea

If your child has had sickness or diarrhoea, we ask that 48 hours should elapse from the last bout of sickness or diarrhoea before returning to school.

Medical Appointments

Medical appointments, where possible, must be made outside of the school day. If you need to take your child to an appointment in school time, please provide a copy of the appointment letter that states where and when the appointment is.

Authorisation for the absence will be granted for the time of the appointment with travelling time allowed for. *We cannot authorise a full day's absence for a medical appointment unless the appointment time and travelling time is going to take up most of the day.*

Holidays/Other Absences or appointments (eg. Embassy appointments)

Holiday's and some other absences cannot be authorised during term time; Leave of Absence can only be granted in exceptional circumstances. ***Should you need to take your child out of school, please make an appointment with the Head Teacher or a member of the SLT at least 14 days prior to the absence so that we can discuss the reasons for needing to take your child out of school during term time.*** Only then will the decision be made as to whether the absence will be authorised within the framework and guidance of the law.

"Only the school, in the context of the law can authorise an absence, a note or explanation from parents/carers does not guarantee authorisation. If a Class Teacher does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Head Teacher".... (taken from our School Attendance Policy). Therefore, if we are aware that children have been on holiday but we are told otherwise, this absence will be unauthorised.

You will receive information with regards to this including a copy of our Attendance Policy.

SCHOOL TERMS AND HOLIDAYS FOR ACADEMIC YEAR 2020/2021

Term 1 *Staff Training Day Tuesday 1st and Wednesday 2nd September 2020*

School Opens: **Thursday 3rd September 2020 – FOR YEARS 1-6 ONLY**

School Closes: **Thursday 22nd October 2020** at 3:10pm for FS2/KS1 and 3:20pm for KS2

Staff Training Day Friday 23rd October 2020

Term 2

School Opens: **Monday 2nd November 2020**

School Closes: **Thursday 17th December 2020** at 3:10pm for FS2/KS1 and 3:20pm for KS2

Bank Holidays: Friday 25th December and Monday 28th December 2020

Friday 1st January 2021

Term 3

School Opens: **Monday 4th January 2021**

School Closes: **Friday 12th February 2021** at 3:10pm for FS2/KS1 and 3:20pm for KS2

Term 4

School Opens: **Monday 22nd February 2021**

School Closes: **Wednesday 31st March 2021** at 3:10pm for FS2/KS1 and 3:20pm for KS2

Bank Holidays: Friday 2nd and Monday 5th April 2021

Staff Training Day Thursday 1st April 2021

Term 5

School Opens: **Monday 19th April 2021**

School Closes: **Friday 28th May 2021** at 3:10pm for FS2/KS1 and 3:20pm for KS2

Bank Holiday: Monday 3rd May and Monday 31st May 2021

Term 6




School Opens: **Monday 7th June 2021**

School Closes: **Wednesday 21st July 2021** at 3:10pm for FS2/KS1 and 3:20pm for KS2

School Closes at the end of the day.

TREATS FOR CHILDREN

The school fully acknowledges that sometimes families want to send in treats for such things as birthdays. These are special days for children and are often marked in school by singing 'Happy Birthday' etc. However, as a result of the reasons listed below, we would ask that you refrain from sending in treats to be distributed to the whole class:

-  To support the increasing number of children who have allergies with ingredients of cakes, treats and sweets etc. often unclear, particularly when unpackaged;
-  To support wishes of those parents who have specifically requested that their child is not given any treats for which they have not given their prior consent;
-  To avoid creating a sense of expectation within classes that each child should bring 'birthday treats' to share with their peers.

There may be occasions during the year where the class teacher might provide food items for the children as part of the curricular provision for the class. Examples of these might include home baked produce that the children have been involved in preparing, a fruit party, drinking fruit smoothies, sampling the produce from other countries and some Frosaairstade products. You will be informed about these occasions in advance through our termly curriculum guidelines.

If you do have any questions or queries, please do not hesitate to get in touch with myself or a member of the Senior Leadership Team.

Lincoln Anglican Academy Trust

Privacy Notice (How we use pupil information) for Pupils and Parents (adopted and issued to parents/carers on 2nd December 2019)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

Spalding Parish Church of England Day School are the 'data controller' for the purposes of data protection law.

The Trust's Data Protection Officer is Miss F Brown, email: DPO@laat.co.uk

The categories of pupil information that we collect, hold and share include:

- personal information (such as name, date of birth and address)
- characteristics (such as gender, ethnicity and disability)
- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information (such as internal tests, pupils progress information and public examination results)
- medical information (such as allergies to food, medication that a pupil may require, medical incidents that may have occurred inside or outside of school, records when a pupil has received first aid treatment)
- special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs, previous learning or medical needs)
- safeguarding information (such as records of concerns, timelines of events, safeguarding referrals, early help assessments, team around the child records, child in need and child protection records)
- behaviour information (such as rewards, achievements, incident slips and exclusions)
- eep information including targets set

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and process information about children in our care and children to whom we provide services under Article 6, and Article 9 under GDPR. This enables the school to process information such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold children in need and children looked after data in line with our Data Retention Guidelines which can be asked for on request.

Who we share pupil information with

We routinely share this information with:

- the Department for Education (DfE)
- the Local Authority
- the Police and Law Enforcement
- Children and Young Peoples Nurses
- the National Health Service (NHS)
- the Education Welfare Officer
- Social Services

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required, by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting Access to your Personal Data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12) or where the child has provided consent.

Parents also have the right to make a subject access request with respect of any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for,
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact Miss F Brown, Data Protection Officer, at DPO@laat.co.uk

If a request is made during the school holidays, please be aware that there may be a delay in the request being processed. For further information and for a copy of the Subject Access Request form, please see the LAAT Data Protection and Freedom of Information Policy, a copy of which can be found here: www.thelaat.co.uk/documents

Parents/carers also have a legal right to access their child's educational record. To request access please contact Diane Mulley, Head Teacher or Miss F Brown, Data Protection Officer at DPO@laat.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Miss F Brown, Data Protection Officer – DPO@laat.co.uk