



# **Parent Handbook**

## **Reception, Year 1, Year 2**

**Newtown School**  
**Berkhampstead Road, Chesham, Bucks HP5 3AT**  
**School Office 01494 783713 [office@newtown.education](mailto:office@newtown.education)**

# Welcome to Newtown School

This handbook has been created to give you some answers to frequently asked questions. Please get in touch with the office if you have any more questions.

## SCHOOL UNIFORM / ESSENTIAL EQUIPMENT

All children at Newtown wear school uniform from the very beginning of Pre-School.

- White Polo Shirt
- Grey skirt/grey pinafore/grey trousers/grey shorts
- Royal blue sweatshirt or cardigan
- Royal blue and white gingham dress
- White or grey plain socks/tights/leggings
- Black, dark blue or white school shoes/trainers (no lace-ups or open-toed sandals)
- In hot weather, all children need a sunhat.

In Reception, please provide a bag with a complete change of clothes in case of accidents. This does not need to be school uniform.

### For PE (Years 1 and 2 only)

- White T-shirt
- PE shorts
- Black Velcro plimsolls
- For the winter months, jogging bottoms or leggings can be worn.

### Jewellery

Children should not wear jewellery. Earrings should be stud only. If children have pierced ears, they must provide a roll of micropore tape for these to be taped up during PE, again for health and safety reasons.

### Hair

It is essential that both girls and boys with long fringes or hair that falls across their faces have this tied or clipped back for school. This is to ensure that they can see their work properly and that they are in less danger of transferring head lice.

If you would like school items with the school logo, they are available from KL Schoolwear:  
[www.klschoolwear.co.uk](http://www.klschoolwear.co.uk).



All children will need a bag to carry reading books and phonics homework. We recommend a Newtown School book bag.



**Please make sure all clothes and bags are labelled with your child's name. We are not able to look for property that is not clearly named.**

## GENERAL INFORMATION

### **Drop off and pick up arrangements.**

#### **Start of the day**

Parents and children should enter through the back of the school on Brockhurst Road. Current drop off time is 8.30 am.

Staff will be on the playground from 8.25 am. When the bell rings at 8.30 am the children will line up in their classes and be taken into school by their teacher. Please make sure you are on the school site before 8.30 am, you will not be allowed through the back gate after this time as parents will be leaving school using this gate. If you are late, please go to the school office at the front of the school building to drop off your children.

Children must be supervised by an adult until the school bell has been rung.

If parents wish to speak to the teacher, it is best to email, or phone the office and make an appointment. If parents wish to speak to someone in the office, they should either phone or drop the children first and then go around to the office entrance.

#### **Walk to School**

We would encourage you to walk to school if at all possible. This is better for the environment, traffic and most importantly healthier for the children! We run a walk to school scheme where children can earn small prizes. The cards are available to children who walk all or part of the way to school. Please ask in the office if you have not received one in the first couple of days after your child has started. Every day at least one member of staff is in the playground from 8.20am and the children can get their cards stamped. The scheme is open to the children who attend Before School Club and afternoon Pre-School children and the staff will stamp their cards on arrival.

#### **Safe parking and one way system – please sign up to our Parents Parking Promise**

As with all schools, pick up and drop off points put a big strain on the local roads and parking. Statistically children are very vulnerable from traffic at these times of day so please take care. We have a voluntary one-way system in operation for those who do have to drive. We would ask you please to drive up Britannia Road and then right into Brockhurst Road and right down Essex Road. There is often no room for cars to pass in the morning, so it is helpful if everyone is going in the same direction!

Please also remember the following important rules:

1. Drive slowly in the vicinity of the school
2. Never stop on the zig zags (we would rather you were late than parked there)
3. Never block one of the resident's driveways
4. Always get the children out on the kerbside
5. If you are waiting in the car, please switch off the engine.

#### **Playground before and after School**

The playgrounds are bike and scooter free zones at pick up and drop off times - please ensure your child does not ride their scooter or bike in the playgrounds during these times. Scooters and bikes can be left in the gated area at the back of school next to the small shed and should be pushed there from the gate. These are left at your own risk. Children are allowed to play in the playground before and after school however they must be supervised by parents or carers at all times as they are not the school's responsibility before or after their school session. This is particularly important if they are playing on the climbing equipment. We would request that older siblings are not allowed to play on the astroturf or equipment as it is not designed for older children, and they may accidentally knock the younger ones.

### **End of the day**

The back gate on Brockhurst Road will be opened at 2.55pm. At 3.00pm the children will start to be sent out one by one when the member of staff has seen the parent/carer and made eye contact with them. It is important that this happens so that we know the children have been handed over safely. Reception parents please wait in the reception playground. Year 1 parents to wait on the astroturf and Year 2 parents to wait in view of the back door near the shutter and the first door on the astroturf.

We realise that sometimes things happen that mean you are running late, please phone the school office if this is the case. If parents have not collected by 3.05pm then the children will be taken to After-School Club and a payment will be charged.

Children must always be collected by someone over the age of 16 who is on the collection list.

### **Before and After School Club**

We appreciate that the children's school hours do not always fit in with work and are happy to offer before school club from 7.45am, and an afterschool club until 5.30pm. There is a cost for these sessions and booking forms and further information can be found on the school website or by speaking to someone in the school office.

### **After School Activity Clubs**

We always offer a range of activity clubs, some run by members of staff and some by external providers. Clubs run by external providers tend to charge fees whereas the school run clubs are usually free. Information on how to request a clubs comes out on a termly basis and club allocations are posted on class dojo and emailed via ParentPay. We make sure that everyone has the opportunity to do at least one club if they wish too. If there is a club your child would like, and we do not currently offer then please let us know. If we can find enough children who also want to do it and can find someone to provide it, then we are happy to try and organise it!

### **Attendance, Sickness and Holiday**

It is a statutory requirement for children to be in school every day from the term after their 5<sup>th</sup> birthday. Studies show that 96% attendance is needed for children to make expected progress. It is particularly important that children do not miss the first two weeks of the school year in September as this is a vital time for children to settle into their new classes, expectations and routines.

The school is only able to authorise time off for sickness, medical appointments and in exceptional circumstances such as a bereavement. **If your child is off sick, please phone the school to let them know every morning.** If your child has been physically sick or had diarrhoea, then they need to be off for 48 hours after the last occurrence of either. This is really important to stop infection and follows NHS guidelines. Children do not need to be off school for coughs and colds.

If you are planning to take your child out of school for any reason please inform the school in advance, using a Notification of Absence form. We have a legal obligation to know where your child is during school hours and if we cannot get hold of you then we may visit your house or send the police to check that you and your child are OK.

Parents may be fined for an unauthorised absence of 5 school days or more. We check attendance every term and if your child's attendance is a concern you will receive a letter and/or a meeting offering support to help improve your child's attendance. Full details can be found in the Attendance Policy on the school's website.

### **P.E.**

In Year 1 and 2, children will have two hours of P.E. curriculum a week. They will come to school on their P.E. days in their P.E. kit and not get changed. The children will need to wear their normal school shoes/trainers as plimsolls are not waterproof. A pair of plimsolls can stay in school. This is to ensure that we do not lose large amounts of curriculum time and should help minimise lost items of clothing too!

### **Snow Closures**

The school will be open if we can get the school site safe. We will endeavour to clear a single path from the back gate into school. We aim to keep the school open if possible. We request that you are very careful in getting to and from school as the roads and pavements around the school can get very icy. If the school is going to be closed, we will try to give you as much notice as possible. Mrs England is usually at the school by 7am and will have made a decision by 7.15am. If we are going to close, then it will be posted on ClassDojo, the Newtown Parent Facebook site and the Bucks Council School Closure List.

### **Lunches**

Our lunches are provided by an outside school meals provider, The Kids Lunch Company. Lunches are currently free for children in Reception, Year 1 and Year 2. Please go to [www.kidslunch.co.uk](http://www.kidslunch.co.uk) to set up your child's profile – including food allergies, and to order lunches.

### **Packed Lunches**

We insist on healthy packed lunches to ensure that children are having a good balanced diet that helps them stay healthy and gives them enough energy to concentrate through the afternoon. **Children are NOT allowed:** fizzy drinks, sweets, chocolate bars or any nut products including chocolate spread. Please keep salty snacks to a minimum and no more than 1 small pudding item a day. Parents should be aware that packed lunches will not be refrigerated and therefore we would encourage packed lunches to be in cool bags with a small ice pack.

### **School Milk & Snacks**

School milk is only free up to the age of 5 unless your child is in receipt of Income Based Free School Meals in which case they are still entitled to free milk and will be offered it in school until the end of Year 2. When your child is older than 5 they can still continue to have milk but parents need to register and pay online at [www.coolmilk.com/register](http://www.coolmilk.com/register).

All children are offered a free piece of fruit or vegetable every day as part of the School Fruit and Vegetable Scheme and therefore no other snacks are necessary during the school day. Children in Pre-School may be offered other snacks such as bread sticks as part of their routine.

### **First Aid, Allergies and Medicine**

We have many members of staff across the school who are first aid trained. If your child hurts themselves in school, it will be recorded in the first aid book. If they have bumped their head, you will receive a bumped head form telling you what symptoms to look out for. General bumps and scrapes are not reported to parents unless they were particularly serious. If your child has an accident and we are concerned, we will phone you and advise you to collect them and take them to either your GP or the minor injuries unit. If your child has any allergies or needs to be given medicine in school, including asthma inhalers, please fill in the Healthcare Plan which is available from the school office. Staff will administer medications that are in their original packaging with instructions of dosage. Parents need to bring medication to the office and fill in a consent form. Newtown is a **NUT FREE SCHOOL** please ensure no nuts are brought on to the school premises.

### **Pupil Premium Grant**

Children from low-income families, who are in receipt of benefits, and children who are in care or have been adopted may be eligible for a Pupil Premium Grant. This is a grant that comes direct to the school and allows the school to provide additional support, intervention work and to part fund school trips and other activities. If you think your child may be eligible, please let the school office know.

## **Safeguarding**

At Newtown we are committed to doing everything possible to keep your children safe. All our staff, regular volunteers and club organisers are DBS checked on a three-year cycle. We have a statutory duty to listen to what children are telling us both verbally and non-verbally and to report any concerns to social care. It is not our role to investigate or judge, it is our role to support and advocate for your child and ensure they are safe. If you have any concerns about the safety of any child, please do not hesitate to talk to Mrs England who will happily help in any way. You can also make a referral direct through to social care via the First Response line on 01296 383962.

## **Nurture**

Nurture is a vital part of our school vision and ethos here at Newtown and is the foundation of everything we do. The underlying understanding is that children cannot learn unless they feel safe, secure and happy and if they are not then we need to address that before any specific learning needs.

## **Behaviour**

We believe that the management of behaviour starts with lots of positive reinforcement, being good role models and listening carefully to what the children say. Clear, consistent boundaries are vital so that children know what is expected of them and what the consequences are if they choose not to follow them.

We have four school rules which are discussed from Pre-School up.

- We listen and speak respectfully
- We keep ourselves and others safe
- We try our best

We understand that all behaviour is communication and that our children are learning the skills of social interaction. We treat behaviour as a learning opportunity and use natural consequences to reinforce the idea that how we act has an impact on ourselves and others. Staff will inform parents by email or telephone if there has been an aggressive incident that has been witnessed or if there has been a build-up of low-level incidents. In these instances, we ask that parents remind the children of our school rules. Sometimes a child may need a behaviour plan to support their behaviour in school. If this is the case, parents will be invited in for a meeting to help form the plan. For more details, please refer to our behaviour policy on the school website.

## **Bullying**

Bullying is any behaviour which is deliberately intended to hurt, threaten, or frighten another person or group. It is usually unprovoked, **happens again and again** as a pattern of behaviour, and can continue over a long period of time, rather than being an isolated incident. Children, parents and staff need to be clear what bullying is and what bullying isn't, in order to be fair to the children involved. It is unusual for children of this age to engage in bullying, but we record all behaviour incidents and listen carefully to what the children are telling us in order to monitor the behaviour in school. Please use this word appropriately with your child to avoid any misunderstandings.

## **Equal Opportunities and Racial Equality**

One of our aims is to teach the children to feel valued and respect others. We are committed to giving all our pupils every opportunity to achieve the highest of standards. Within this ethos we do not tolerate bullying or harassment of any kind. We tackle all examples of racial or other discrimination and promote equal opportunities. At Newtown we promote the individuality of our pupils and staff and are inclusive of ethnicity, attainment, age, disability, gender and background.

## **Parenting Challenges**

We realise that parenting can be challenging for everyone at times, and we pride ourselves on being able to offer help when needed. We are able to signpost parents to a variety of external support that is available, whether that is finding a childminder, parenting classes or more in-depth family support.

### **Marble Rewards and House Points**

In Reception, Year 1 and Year 2, the children can earn house points and marbles that go towards a whole class reward chosen by the children. In the past, the children have chosen rewards such as popcorn and a movie, cake and a party afternoon and bringing their bikes and scooters in. The idea behind this is that children can earn rewards for meeting expectations, doing something out of the ordinary, trying really hard, not giving up etc. and that these go into a joint reward that everyone enjoys at the end. We hope that this promotes pride in the whole class and that children learn to appreciate others and their hard work. House points are easier to earn and 10 house points equal 1 marble. The marble rewards are funded by the PTA.

### **Superstars Assembly**

Every Friday, we have a celebration assembly for Reception, Year 1 and 2. Children from each class are chosen for something outstanding they have done during the week and come up in front of the whole school. As well as the achievements in school we also celebrate activities that take place out of school for example in the last year we have had violin, tennis, rugby, swimming, Beavers and Rainbows, among others. If you have an award from home that your child wishes to share, send it to the school office, clearly marked Superstars Assembly and the child's name. The assembly is posted on ClassDojo

### **Birthdays**

When it is your child's birthday, Mrs England will visit their class and sing happy birthday to them, and then present them with a card and little chocolate bar. Please do not bring in cakes or sweets as we promote healthy eating.

### **Celebrations and Parties**

At Newtown we want the children to enjoy coming to school and remember special events and fun times. We often have dress up days related to the topic, please do not worry about buying expensive costumes, the ones you make at home with your child's input are often much better (although more time consuming, we know!) We try to give you as much notice as possible for dressing up days please look at the school dates and updates. We have a Newtown post box, which goes out the first week in December for children to post their Christmas cards to children and staff. Please make sure the envelopes have both names and classes.

### **Parent Information Sessions**

We have a parent information session for each year group at the beginning of September and would encourage as many parents as possible to attend. This is an opportunity for you to meet the staff in a less formal setting as well as ask questions and chat to other parents. It usually lasts for around an hour. In addition, the staff run a series of talks through the Autumn Term based around different areas of learning and all are welcome to attend. At the beginning of the Spring and Summer Terms you will receive a curriculum letter which will explain what the children are learning that term and how you can help at home.

### **Open afternoons**

We hold an open afternoon session in the Autumn and Spring terms when parents are invited to come in to school to look at their child's work in their classroom.

### **Parent Consultations**

There are two per year and we do expect every parent to attend these meetings as it is a vital part of the partnership between school and home. The first is in the Autumn Term and we will discuss your child's social progress, how they have settled into their new class and how they approach their learning. At the second parent meeting in the Spring Term, we will discuss your child's academic achievement, their current attainment levels and their next steps. These are done either via video call or face to face. Each term we will also invite you into school with your child to look at the work the children have been doing.

### **Progress Reports**

Every child in school receives a written report at the end of the Summer term.

## **Volunteering**

We welcome all families to participate in school life and genuinely open the school doors for parental involvement. Throughout the school, parents are always welcome to come and volunteer on a regular, or one off, basis. If a member of your family has a particular skill like baking or knitting, plays a musical instrument or has an interesting job or hobby we would love to hear from you.

## **PTA**

We have a fantastic and incredibly active PTA who raise money specifically for the children through annual events like the May Fayre and one-off events like quiz night and children's discos. The PTA cannot function without the support and participation of the parents and welcome help of any kind. Please come along to a meeting and see for yourself.

## **ParentPay**

At Newtown we use a system called ParentPay to communicate with parents, and for parents to pay for school related expenses such as trips and Before and After School Club. During your first week at school, you will receive a letter with your ParentPay log in details. It is essential that you log in and activate your account straight away. Please speak to the office if you have any difficulties with this.

## **School Trips**

As a school we are committed to taking the children out of school and letting them learn through first-hand experience. We try to keep the costs as low as possible, however with a single coach costing several hundred pounds for a day you can see that we struggle to keep it under £15. We will always try and give parents as much notice as possible when a trip is happening and are happy to discuss staged payments. If you are really unable to pay due to family circumstances, then it is important that you speak to Mrs England as we would like all our children to experience the trips on offer.

## **Website**

Don't forget our school website at [www.newtown.education](http://www.newtown.education). You will find the latest dates for the diary, booking forms, school policies and lots of further information.

## **Facebook**

We have a closed parents Facebook group which is great for asking questions and keeping up to date, search for Newtown Parents. It will ask you your child's class and year group.

## **Online Shopping**

If you spend any money online, you could be raising money for the school. Just by clicking through a website you will be raising money that will go directly towards buying equipment for the children.

[www.easyfundraising.org.uk/causes/newtownearlyyears](http://www.easyfundraising.org.uk/causes/newtownearlyyears)

You can also raise money when you buy from Amazon through **Amazon Smile**, where we are also a listed charity.

## **Compliments and Complaints**

The staff work really hard to get the best out of your children, please be respectful and remember we have your children's best interests at heart. It is lovely to hear any positive feedback, so if you do have any particular compliments, please email them to the school office and we will make sure that the member of staff gets the appropriate recognition.

Parents who have concerns should initially speak to the class teacher. If a solution cannot be found then please phone the office to make an appointment to see the Headteacher, Hayley England. A full copy of the complaints procedure is on the school website.

## **ClassDojo**

At Newtown School we use Class Dojo to communicate with parents so that we can give you a greater insight into what happens at school.

### **Messaging**

Staff will use Class Dojo to send out class reminders and post information about what the children have been learning on the class story page. They will also be able to message individual parents sharing amazing pieces of work which you can then respond to which is hugely motivating for children. You can also use Class Dojo to message the class teacher and share things that you have been doing at home.

With regards to messaging, we would like to clarify how to use Class Dojo:

#### **DO**

- Message your child's teacher if you want to share something positive from home or congratulate your child on something they have done in school.
- Message if you have a small query (although if you need an answer on the same day, it is best to message the office).

#### **DON'T**

- Please do not message to notify us of an absence or illness-this should still be done via the school office as normal.
- Please do not use Class Dojo to message about urgent or serious issues. Please continue to use the school office for these cases.

Teachers will endeavour to reply to your messages, but this may not be on the same day as during the school day they are busy teaching and may have meetings after school. Teachers will not reply after 5pm.

### **Dojo Points**

Teachers can also use Class Dojo to promote positive behaviours in their classroom. Each child gets a monster avatar, and teachers can award Dojos for things such as working hard, showing our school values, being kind or brilliant work. These dojo points go towards the whole class marble treat. The children choose what treat they would like to work towards. This is a joint reward to promote pride in the whole class and to encourage children to appreciate their own and other children's hard work.

### **Signing Up**

We will send you a link in September inviting you to join Class Dojo. Please click on the link and follow the instructions. It can either be used as a web-based program or by downloading an app. This is a free app and there is no need to upgrade to the paid version as we will not be using any of those features in school. If you need any help to sign up, please click the link below or come to the office and we can help you.

<https://youtu.be/gjS1U8wiH7A>

All the messages can be translated into your home language and once you have signed up you will be able to choose the language you would like to use.

**Privacy**

All of the information you give will be kept private and the Class Dojo privacy policy states that no information will be passed on. If you would like further information, please follow the link and read the privacy policy:

<https://www.classdojo.com/privacy/>

We hope that you find Class Dojo to be a convenient and exciting way of being better informed about what your child is doing at school.

If you have any questions, please get in touch through the school office.

# Newtown School Privacy Notice for Parents/Carers

## 1. Introduction

We collect and use personal information about parents so that we can operate effectively as a school.

This privacy notice explains how we collect, store and use (i.e. process) parents' information, as well as what rights parents have in relation to our processing of their information.

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

School Lead:	Hayley England <a href="mailto:Hayley.England@newtown.education">Hayley.England@newtown.education</a> 01494783713
Data Protection Officer:	Nicola Cook, SchoolsDPO Ltd <a href="mailto:nicola@schoolsdpo.com">nicola@schoolsdpo.com</a> 01296 658502

## 2. The categories of parent/carer information we process includes:

- **Personal identifiers and contacts**, e.g. name, contact details and address, relationship to your child, including any Court Orders that may be in place
- **Characteristics**, e.g. ethnicity, first language
- **Finance information**, e.g. bank account or credit card details, eligibility for free school meals or other financial assistance.

## 3. Why we collect and use parent/carer information

The personal information we collect and use is essential for us to operate effectively as a school and trust and meet our legal obligations.

We collect and use parents' personal information for the following purposes:

- a. Support pupil learning
- b. Monitor and report on pupil attainment and progress
- c. Provide appropriate pastoral care
- d. Protect the welfare of pupils and others in our school
- e. Meet our legal obligations
- f. Administer school admissions
- g. Run our school safely and effectively
- h. Assess the quality of our services.

## 4. Collecting parent/carer information

We collect information about parents before their child joins our school and keep this updated as necessary.

Most of the personal information we process is provided directly by parents when their child joins us. The majority of information provided by parents is mandatory, but some may be provided on a voluntary basis. Whenever we collect parent information, we will make it clear whether providing it is mandatory or optional.

We may also receive information via secure transfer from another school or setting, or from external professionals supporting a pupil (e.g. educational psychologists, speech therapy etc).

## **5. Storing parent/carer information**

A significant amount of personal information is stored electronically, e.g. in our management information database. Some information may also be stored in hard copy format in lockable cabinets.

We hold pupil information in line with our retention schedule which can be found on our website.

## **6. Who we share parent/carer information with**

We routinely share parent information with:

- Schools that pupils attend after leaving us
- Our Local Authority to support it in meeting its statutory duties in relation to education and safeguarding
- Companies providing services to our school, e.g catering, payment processing providers, communication services.

From time to time, we may also share parent information with third parties, including:

- NHS health professionals, including the school nurse
- Educational psychologists
- Education Welfare Officers
- Prevent teams to meet the Prevent Duty on schools
- Police and law enforcement agencies
- Courts, if ordered to do so
- Research organisations
- Charities and voluntary organisations.

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

When we share parent information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep parent personal information secure and to treat it in accordance with data protection law.

## 7. The lawful basis on which we use this information

Our school, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR, the lawful bases we rely on for processing pupil information are:

- We need to comply with a **legal obligation**, e.g. DfE data returns
- We need to meet our **public task** of running our school and keeping everyone safe
- We have a **legitimate interest**
- We have obtained **consent** to use personal information in a certain way
- We need to protect someone's life (**vital interests**) in an emergency.

Our lawful bases under the GDPR for the purposes listed in section 3 above are as follows:

- a. Support pupil learning - **public task**
- b. Monitor and report on pupil attainment and progress - **legal obligation, public task**
- c. Provide appropriate pastoral care - **public task**
- d. Protect the welfare of pupils and others in our school - **public task**
- e. Meet our legal obligations - **legal obligation**
- f. Administer school admissions - **legal obligation**
- g. Run our school safely and effectively - **public task**
- h. Assess the quality of our services - **legitimate interests**.

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data.

Under Article 9 of the GDPR, if we are processing parents' special category data, we will also rely on one of the following lawful conditions:

- We have **explicit consent**
- To meet our obligations as a data controller, or those of data subjects, in connection with **employment, social security and social protection**
- To meet our **public interest** task of keeping pupils safe and ensuring **equality of opportunity/treatment**
- To establish, exercise or defend **legal claims**
- To protect someone's life (**vital interests**) in an emergency.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1 part 1, paragraphs 8 and 18. These relate to the processing of special category data for safeguarding and equality of opportunity/treatment. Our Appropriate Policy Document provides more information about this processing. This can be found on our school website.

## 8. The lawful basis of consent

Whenever we rely on consent as our lawful basis, it must be freely given, informed and clear. It can also be withdrawn at any time by contacting the school lead (details on the first page).

## Parent/Carers' Data Protection Rights

Under the GDPR parents have the right to request access to the information about them that we process (a [subject access request](#)).

To make a subject access request for your information, please contact the school lead (details on first page).

Parents also have the right to:

- Have their personal data corrected if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict the processing of their personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect upon them.

For more information on how we handle subject access requests, please see our Data Protection Policy. This can be found on our school website.

## 9. How you can help us

As a school and trust, we have limited staff resources outside of term time. It is really helpful if parents/carers can make any requests to exercise their data protection rights (including subject access requests) during term time and not too close to the end of term. This will support us in responding as quickly as possible to any requests, which we always want to do.

## 10. Any concerns

We take any concerns about our collection and use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

If you remain concerned, having done this, you have the right to raise your concerns with the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

Call: 0303 123 1113

# Newtown School Privacy Notice for Pupils

## Introduction

We collect and use personal information about pupils so that we can operate effectively as a school.

This privacy notice explains how we collect, store and use (i.e. process) pupils' information, as well as what rights pupils have in relation to our processing of their information.

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

School Lead:	Hayley England <a href="mailto:Hayley.England@newtown.education">Hayley.England@newtown.education</a> 01494783713
Data Protection Officer:	Nicola Cook, SchoolsDPO Ltd <a href="mailto:nicola@schoolsdpo.com">nicola@schoolsdpo.com</a> 01296 658502

### 1) The categories of pupil information we process includes:

- **Personal identifiers and contacts**, e.g. name, unique pupil number, contact details and address, identification documents, photographs,
- **Characteristics**, e.g. ethnicity, language, pupil premium and free school meal eligibility
- **Attendance information**, e.g. sessions attended, number of absences and reasons, any previous schools attended
- **Assessment and attainment**, e.g. key stage 1 and phonics results
- **Medical and administration**, e.g. child health, dental health, allergies, medication and dietary requirements, doctor's information
- **Special educational needs**, including details of the needs and ranking
- **Behavioural information**, e.g. behavioural incidents, exclusions and any alternative provision put in place
- **Safeguarding information**, e.g. court orders, professional involvement
- **Additional educational activity information**, e.g. involvement in school trips, after school clubs, sporting events.

### 2) Why we collect and use pupil information

The personal information we collect and use is essential for us to operate effectively as a school and meet our legal obligations.

We collect and use pupils' personal information for the following purposes:

- a) Support pupil learning
- b) Monitor and report on pupil attainment and progress
- c) Provide appropriate pastoral care
- d) Protect the welfare of pupils and others in our school
- e) Meet our legal obligations
- f) Administer school admissions
- g) Run our school safely and effectively
- h) Assess the quality of our services.

### **3) Collecting pupil information**

We collect information about pupils before they join our school and keep this updated as necessary.

Most of the personal information we process is provided directly by parents when their child joins us. The majority of information provided by parents is mandatory, but some may be provided on a voluntary basis. Whenever we collect pupil information from parents, we will make it clear whether providing it is mandatory or optional.

We may also receive information via secure transfer from another school or setting, or from external professionals supporting a pupil (e.g. educational psychologists, speech therapy etc).

### **4) Storing pupil information**

A significant amount of personal information is stored electronically, e.g. in our management information database and curriculum network. Some information may also be stored in hard copy format in lockable cabinets.

We hold pupil information in line with our retention schedule which can be found on the school website.

### **5) Who we share pupil information with**

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Our local authority to support it in meeting its statutory duties, e.g. school admissions
- Department for Education (DfE), e.g statutory data collections (see Appendix One for information on how the DfE uses pupils' information)
- Companies providing services to our school, e.g catering, educational software, photography, communication services

From time to time, we may also share pupil information with third parties, including:

- NHS health professionals, including the school nurse

- Educational psychologists
- Education Welfare Officers
- Prevent teams to meet the Prevent Duty on schools
- Police and law enforcement agencies
- Courts, if ordered to do so
- Research organisations
- Charities and voluntary organisations.

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

When we share pupil information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep pupil personal information secure and to treat it in accordance with data protection law.

## 6) The lawful basis on which we use this information

Our school, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR, the lawful bases we rely on for processing pupil information are:

1. We need to comply with a **legal obligation**, e.g. DfE data returns
2. We need to meet our **public task** of running our school and keeping everyone safe
3. We have a **legitimate interest**
4. We have obtained **consent** to use personal information in a certain way
5. We need to protect someone's life (**vital interests**) in an emergency.

Our lawful bases under the GDPR for the purposes listed in section 2 above are as follows:

- a) Support pupil learning - **public task**
- b) Monitor and report on pupil progress and attainment - **legal obligation, public task**
- c) Provide appropriate pastoral care - **public task**
- d) Protect the welfare of pupils and others in our school - **public task**
- e) Meet our legal obligations - **legal obligation**
- f) Administer school admissions - **legal obligation**
- g) Run our school safely and effectively - **public task**
- h) Assess the quality of our services - **legitimate interests**.

Some pupil information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data.

Under Article 9 of the GDPR, if we are processing special category data, we will also rely on one of the following lawful conditions:

- We have **explicit consent**

- To meet our obligations as a data controller, or those of data subjects, in connection with **employment, social security and social protection**
- To meet our **public interest** task of keeping pupils safe and ensuring **equality of opportunity/treatment**
- To establish, exercise or defend **legal claims**
- To protect someone's life (**vital interests**) in an emergency.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1 part 1, paragraphs 8 and 18. These relate to the processing of special category data for safeguarding and equality of opportunity/treatment. Our Appropriate Policy Document provides more information about this processing. This can be found on the school website.

## 7) The lawful basis of consent

Whenever we rely on consent as our lawful basis, it must be freely given, informed and clear. It can also be withdrawn at any time by contacting the school lead (details on the first page).

## 8) Pupils' Data Protection Rights

Under the GDPR pupils have the right to request access to the information about them that we process (a **subject access request**).

Where a child does not have the maturity to understand their own data rights, a parent can make a subject access request on their behalf. It is generally considered that around the age of 12 a child is mature enough to understand and request access to their information.

Therefore, in our primary school, parents are able to make an access request on behalf of their child; although we will always consider this on a case by case basis.

To make a request for your child's information, please contact the school lead (details on first page).

Pupils (or parents on their behalf, as above) also have the right to:

- Have their personal data corrected if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict the processing of their personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect upon them.

For more information on how we handle subject access requests, please see our Data Protection Policy. This can be found on our school website.

## 9) Parents' right to access their child's educational record

In our school, as a maintained school, parents have a separate right to access their child's educational record under the Education (Pupil Information, England) Regulations 2005.

The request must be made in writing and the information will be provided within 15 school days of receipt of the request. This is an independent legal right of parents and sits outside of the GDPR.

## 10) How you can help us

As a school, we have limited staff resources outside of term time. It is really helpful if parents can submit any requests for access to their child's information during term time and not too close to the end of term. This will support us in responding as quickly as possible to any requests, which we always want to do.

## 11) Any concerns

We take any concerns about our collection and use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

If you remain concerned, having done this, you have the right to raise your concerns with the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

Call: 0303 123 1113

## Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.

There are government guidelines for schools and nurseries about [health protection and managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't. If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason. If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

## What to do about other conditions:

**High temperature** : If your child has a [high temperature](#), keep them off school until it goes away.

**Feeling anxious or worried:** It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping.

Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them.

If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse.

[Find information and advice about how to help children with anxiety](#)

**Coughs and colds:** It's fine to send your child to school with a minor [cough](#) or [common cold](#). But if they have a high temperature, keep them off school until it goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

**Chickenpox:** If your child has [chickenpox](#), keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

**Cold sores:** There's no need to keep your child off school if they have a [cold sore](#).

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

**Conjunctivitis:** You don't need to keep your child away from school if they have [conjunctivitis](#), unless they are feeling very unwell.

Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

**COVID-19:** If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

Your child should try to stay at home and avoid contact with other people if they have [symptoms of COVID-19](#) and they either have a high temperature do not feel well enough to go to school or do their normal activities. What to do if your child has tested positive. Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

**Ear infection:** If your child has an [ear infection](#) and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

**Hand, foot and mouth disease:** If your child has [hand, foot and mouth disease](#) but seems well enough to go to school, there's no need to keep them off.

Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

**Head lice and nits:** There's no need to keep your child off school if they have head lice.

You can treat [head lice and nits](#) without seeing a GP.

**Impetigo:** If your child has [impetigo](#), they'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

**Measles:** If your child has [measles](#), they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

**Ringworm:** If your child has [ringworm](#), see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

**Scarlet fever:** If your child has [scarlet fever](#), they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

**Slapped cheek syndrome (fifth disease):** You don't need to keep your child off school if they have [slapped cheek syndrome](#) because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.

**Sore throat:** You can still send your child to school if they have a [sore throat](#). But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of [tonsillitis](#).

**Threadworms:** You don't need to keep your child off school if they have [threadworms](#). Speak to your pharmacist, who can recommend a treatment.

**Vomiting and diarrhoea:** Children with [diarrhoea or vomiting](#) should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).