

**Welcome to**  
**Monkton Infants School**



**Aiming High!**

**Prospectus**  
**2023 - 2024**

**Monkton Infants**

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*Please retain for future reference - This document is available in alternative formats on request*

# WELCOME TO MONKTON INFANTS SCHOOL

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Thank you for choosing our school for your child's education, we believe you have made the best choice! This school has a well-earned reputation for achieving high academic standards and helping to develop happy and confident pupils.

In the Ofsted Inspection of November 2019 the school was graded as a good school with effective safeguarding. It noted:

*'Aiming High' is the school motto, and this shines through in every aspect of the school's work. Pupils are well behaved and polite. They move around the school calmly and safely. Pupils know the school rules. They meet leaders' high expectations for behaviour. Any rare instances of poor behaviour are dealt with swiftly.*

*Pupils have great trust in the staff. They know that adults have their best interests at heart. Pupils say that there is no bullying in or out of the school.*

Everyone who works at this school is committed to ensuring your child achieve their best in a happy and nurturing environment. The school is supported by a strong Board of Trustees.

Our Trustees work alongside the staff to provide challenge and support to the school.

This handbook aims to answer any questions you may have about our school, if you have any further questions please do not hesitate to contact Mrs Askwith.

We look forward to forming a happy and effective relationship with you and your child.

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## STAFFING STRUCTURE

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**Principal :**

Mrs. C. Askwith B.Ed. (Hons) M.A. Ed. NPQH. FCCT

**Deputy Principal:**

Mrs A. Aldcroft B.A. (Hons)

### Teaching Staff

### Teaching Assistants

Mrs A. Aldcroft B.A. (Hons)

Miss. A. Wilson (Level 3)

Miss C. Smith B.A. (Hons)

Mrs. S. Spargo (H.L.T.A)

Miss. A. Wilson B.A. (Hons)

Mrs L. Nesworthy (H.L.T.A)

Miss. K. Holtham B.A. (Hons)

Mrs. L. Broderick (NNEB)

Mrs A. Ruffles B.A. (Hons)

Ms. M. Douglas (Level 3)

Mrs. S. Bruce (B.A. (Hons)

Miss. J. Hoque (Level 3)

Miss. L. Chaters (B.A. (Hons)

Miss. K. Cain-Norman (Apprentice)

Mr. B. Laurie (B.A. (Hons)

Miss. T. Hansen (Apprentice)

### Support Staff

Miss. J. Watkins (School Business Manager) B.A. (Hons)

Mr. S. Finn (School Bursar) MAAT

Mrs. T. Holmes (Supervisory Assistant)

Mr A. Richardson (Peripatetic Pianist)

Mrs. A. Wilson (Caretaker)

Mr. S. Marshland (ICT Technician)

Mrs. A. Stewart (Cleaner)

Mrs. R. Durkin (Kitchen Assistant)

Mrs. L. Roberts (Cook-in-Charge)

Ms. S Guthrie (Kitchen Assistant)

### Academy Trust Board

Mrs. C. Owens (Chair)

Mr. C. Perry

Mrs J. Ware

Mrs. J. Hansen

Ms. S. Boyd

Mrs. K. Snowdon

Mrs. S. Watson

Mrs. C. Ward

*(Information subject to change but correct at time of print)*

## CLASSIFICATION OF SCHOOL

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Monkton Infants School is an Academy. It caters for primary pupils between the ages of 4+ and 7 years. The separate Nursery currently caters for children aged 2 to 4 years. The Nursery Unit is situated in Bainbridge Ave. The school is a day school and is co-educational.

### ***MONKTON INFANTS SCHOOL MISSION STATEMENT***

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Monkton Infants School strives to help all children to develop their full potential within a happy, safe and challenging environment. We create a positive and supportive ethos in which academic and personal development can flourish through a broad, relevant and balanced curriculum.

### ***MONKTON INFANTS SCHOOL AIMS***

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- To ensure all children are making good progress in all areas of development.
- To help pupils secure high academic attainment.
- To provide a creative, engaging and broad and balanced curriculum.
- To foster a love of learning and school life in pupils.
- To work effectively with parents/carers and the wider community for mutual benefit.
- To provide highly skilled and motivated staff and governors.
- To secure a high quality learning environment in which children can flourish.

## ORGANISATION OF THE SCHOOL

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### ***TEACHING TIMES AND ORGANISATION OF CLASSES***

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Normal school working hours for children are as follows:

<b>Infants -</b>	Breakfast Club ( <i>Free – all welcome</i> )	8.15am – 8.30am
	Wake Up, Shake Up ( <i>Free – all welcome</i> )	8.30am – 8.50am
	<b>Start of School Day</b> ( <i>Continuous entry</i> )	8.45am – 8.55pm
	<b>End of School Day</b>	– Reception 3pm – Year 1 3.10pm – Year 2 3.20pm
	4 O’Clock Club ( <i>Free – all welcome</i> )	After School until 4pm

<b>Nursery -</b>	Morning Session	8.30am – 11.30am
	<i>Optional additional hours for pupils entitled to the 30 hours offer</i>	11.30am – 12.40pm
	Afternoon Session	12.40pm – 3.40pm

- **Total Teaching Time Reception and K.S.1:** 22 hours 5 minutes per week.
- **Nursery:** 3 hours per session.

All children are taught in classes of 30 or less and are supported by Teaching Assistants who work alongside Classteachers.

Classes are organised in **single-age** groups.

# SCHOOL CALENDAR

## MONKTON INFANTS SCHOOL Academic Year 2023/24

	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023	JANUARY 2024
Monday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Tuesday	1 8 15 22 29	5 12 19 26 31	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Wednesday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Thursday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Friday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Saturday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Sunday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28

	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JULY 2024
Monday	5 12 19 26	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Tuesday	6 13 20 27	5 12 19 26	2 9 16 23 30	7 14 21 29	4 11 18 25	2 9 16 23 30
Wednesday	7 14 21 28	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Thursday	1 8 15 22 29	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Friday	2 9 16 23	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Saturday	3 10 17 24	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Sunday	4 11 18 25	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28

	AUGUST 2024	SEPTEMBER 2024
Monday	5 12 19 26	2 9 16 23 30
Tuesday	6 13 20 27	3 10 17 24
Wednesday	7 14 21 28	4 11 18 25
Thursday	1 8 15 22 29	5 12 19 26
Friday	2 9 16 23 30	6 13 20 27
Saturday	3 10 17 24 31	7 14 21 28
Sunday	4 11 18 25	1 8 15 22 29

 Bank Holiday  
 School Holiday  
 Staff In service Day

## **CURRICULUM INFORMATION**

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### ***THE FOUNDATION STAGE CURRICULUM***

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This stage covers the Nursery and Reception years. Children's experiences focus on seven areas of learning:

<b><u>Prime Areas</u></b>	<b><u>Specific Areas</u></b>
Communication and Language	Literacy
Physical Development	Mathematics
Personal, Social and Emotional Development	Understanding of the World
	Expressive Art and Design

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### ***KEY STAGE 1 - THE NATIONAL CURRICULUM***

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The National Curriculum consists of ten subjects which all children study at school. These subjects are divided into two groups:

#### **Core Subjects**

English - Mathematics - Science - Computing

#### **Foundation Subjects**

D&T - Art - Music - History - Geography - P.E

#### **Other Curriculum Subjects**

P.S.C.H.E

Additionally, Religious Education is taught. **N.B. RE teaching does not seek to urge religious beliefs on children nor to compromise the integrity of their own or parent's beliefs by promoting one religion over another.**

### ***'EXCELLENCE AND ENJOYMENT' WITHIN OUR CURRICULUM***

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Recognising how special a time childhood is we strive to make our curriculum lively and exciting for children. We provide the children with lots of opportunities for "first-hand" experiences and creativity whilst ensuring that they acquire the basic numeracy and literacy skills so vital to their future success.

### ***PLANNING, PREPARATION AND ASSESSMENT TIME FOR TEACHING STAFF (PPA)***

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All teachers are entitled, in law, to 10% PPA time during the school week. At Monkton Infants cover is provided by our Higher Level Teaching Assistants, (H.L.T.A.), who have met all criteria for H.L.T.A status, (their work is overseen by classteachers and the Headteacher).

## ORGANISATION OF THE CURRICULUM

Within each year group, schemes of work are followed on a half-termly basis using a cross curricular or topic approach where possible (though some aspects of the curriculum are taught as a separate subject). We place particular emphasis on the teaching of basic skills of literacy and numeracy whilst providing pupils with a well-balanced curriculum. (Subject policies and schemes of work are available for inspection).

*Curriculum Statements and further information is available on the school website.*

### ENGLISH

Our aims in English are to develop the essential literacy and oral skills which enable our children to communicate with increasing clarity and confidence.

Every day children are taught basic literacy skills. Other aspects of English may also be taught at other times during the school day and skills are transferred into other areas of learning.

We use the ‘**Oxford Reading Tree**’ scheme for the development of reading skills. These books are very child-orientated and have proved a success with both children and adults. All reading books are coded into levels. Our school library is organised into ‘user-friendly categories’. We use a very structured approach to the teaching of phonics from the start of Reception Year.

Our Handwriting policy contains clear guidelines for the correct formation of upper and lower case letters for both right and left handed children. Copies of these guidelines are available from your child’s reception class teacher.



### SCIENCE

Our main aims in Science are to develop the child’s natural sense of curiosity about the world around them; to begin to understand the nature of ‘scientific method’ and so build up a body of scientific knowledge which will serve as a foundation for future enquiry.

### MATHEMATICS



In Mathematics we teach the children how to reason, calculate and solve problems to enable them to make sense of the world around them. Children come to understand and appreciate relationships in both number and space in their everyday lives.

### COMPUTING

Our aim is to teach the necessary skills, and provide opportunities to use ICT appropriately in other curriculum areas.



## DESIGN & TECHNOLOGY

In Design Technology we aim to develop practical skills, to work with a wide range of materials and components, to develop an understanding of control systems, energy and structures and to become aware of the impact of technology and its contribution to the quality of life. Children are given opportunities to develop design skills and improve the “finished” product.

## ART



In Art we aim to promote pupils understanding and enjoyment of art, craft and design through a range of practical activities. Knowledge and understanding will be increased through discussion about the work of well-known artists.

## HISTORY

In History we aim to enable children to understand that the society in which they live has been shaped by past events. It includes learning about famous people and events, and the reasons these are still commemorated in today's society.

## GEOGRAPHY

In Geography we aim to promote children's understanding of our world and the countries it contains. We also aim to develop an understanding of the physical environment in which we and others live and the impact human beings have had upon it.



## MUSIC



Our aim in Music is to encourage children to find enjoyment in creating music and to feel a sense of purpose, achievement and fulfilment through musical expression. We aim to develop skills in using a range of instruments (including the voice) and techniques competently. We have a peripatetic music teacher who works with all classes on a weekly basis.

## PHYSICAL EDUCATION

In PE we encourage children to be physically active and to find enjoyment in physical activity through developing physical skills, habits and interests that will promote a healthy lifestyle and good posture.

Sporting Aims – we recognise the vital importance of good physical development and ensure children receive their full entitlement of time allocation for P.E. We recognise and acknowledge the children's sporting achievements gained outside of school. Playground equipment is available during the lunch break. Activities and games are organised by lunchtime supervisors. The Reception children have regular access to the adventure trail located outside of Reception



classes.

## SEX EDUCATION

The 1986 Education Act provides for the teaching of Sex Education in schools. It has been agreed by the school governing body to follow the guidelines laid down both nationally and locally - i.e. at the infant stage, no formal sex education instruction is given, but children's questions about physical differences and human reproduction are dealt with if and when they arise in an informal way.

## RELIGIOUS EDUCATION

Religious Education is part of the basic curriculum to which all children are entitled. This includes Moral Education, Personal and Social relationships and the child's response to the world around them. The school uses the LA Agreed Syllabus to plan the curriculum.

Collective Worship: There is a daily act of Collective Worship of 10 minutes.

### **Parental Right to Withdraw their child from RE and/or Collective Worship**

Under the 1944 Education Act parents have the right to withdraw their child from Religious Education and/or Collective Worship:

“If the parent asks that a pupil should be wholly or partly excused from attending any religious worship or RE given in the school, then the school must comply.” - Section 25 Education Act (1944)

Children who are withdrawn are accommodated elsewhere in school.

## OUTDOOR LEARNING



During the Reception year, up to 50% of learning takes place outside of the main classroom. We have a very well-resourced outdoor learning environment which offers children a variety of experiences and challenges.

## PSHE

Through a high quality PSHCE curriculum we aim to provide pupils with opportunities and experiences which reflect the increasing independence and social awareness of learners as they move through the school. Children learn skills to develop effective relationships, assume greater responsibility and keep themselves safe.

The curriculum is intended to equip pupils with the knowledge, understanding and skills they need to manage their lives now and in the future. Children develop the attributes required to live healthy, safe, productive, capable, responsible and balanced lives as individuals and as members of society.

From September 2020, it is a statutory requirement that all primary age children will be taught 'Relationships & Health Education'. This will form part of our PSHCE curriculum. Further guidance can be found by searching 'relationships and health education' on GOV.UK.

## Understanding Relationships and Health Education in your child's primary school: a guide for parents

We want all children to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain. That is why, from September 2020, all primary age children will be taught Relationships and Health Education.

These subjects are designed to equip your child with knowledge to make informed decisions about their wellbeing, health and relationships as well as preparing them for a successful adult life. The world for all young people looks very different from the way it did 20 years ago when this curriculum was last updated – these changes bring the content into the 21st century, so that it is relevant for your child.

Your child's school will have flexibility to deliver the content in a way that is age and developmentally appropriate and sensitive to the needs and religious background of its pupils.

### Relationships Education

Relationships Education will put in place the building blocks needed for positive and safe relationships, including with family, friends and online.

Your child will be taught what a relationship is, what friendship is, what family means and who can support them. In an age-appropriate way, your child's school will cover how to treat each other with kindness, consideration and respect.

By the end of primary school, pupils will have been taught content on:

- families and people who care for me
- caring friendships
- respectful relationships
- online relationships
- being safe

You can find further detail by searching **'relationships and health education'** on GOV.UK.

### Health Education

Health Education aims to give your child the information they need to make good decisions about their own health and wellbeing, to recognise issues in themselves and others, and to seek support as early as possible when issues arise.



By the end of primary school, pupils will have been taught content on:

- mental wellbeing
- internet safety and harms
- physical health and fitness
- healthy eating
- facts and risks associated with drugs, alcohol and tobacco
- health and prevention
- basic first aid
- changing adolescent body

You can find further detail by searching **'relationships and health education'** on GOV.UK.

## Your rights as a parent

The important lessons you teach your child about healthy relationships, looking after themselves and staying safe, are respected and valued under this new curriculum. Teaching at school will complement and reinforce the lessons you teach your child as they grow up.

Your child's school is required to consult with you when developing and renewing their policies on Relationships Education. These policies must be published online and be available to anybody free of charge.

You can express your opinion, and this will help your child's school decide how and when to cover the content of the statutory guidance. It may also help them decide whether to teach additional non-statutory content. Schools are required to ensure their teaching reflects the age and religious background of their pupils.

Some schools will start to teach these subjects from September 2019 – if you'd like to know more, please speak to your child's school about what they plan to teach.



## Right to withdraw your child

You cannot withdraw your child from Relationships Education because it is important that all children receive this content, covering topics such as friendships and how to stay safe.

Your child's primary school can choose to teach Sex Education. If you'd like to know more about this, we recommend speaking to the school to understand what will be taught and when. If you do not want your child to take part in some or all of the lessons on Sex Education, you can ask that they are withdrawn. At primary level, the head teacher must grant this request.

The science curriculum in all maintained schools also includes content on human development, including reproduction, which there is no right to withdraw from.



Department  
for Education

If you want to know more about what will be taught as part of the new subjects, the best thing to do is speak to your child's school.

## ***SCHOOL COUNCIL***

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We hold School Council meetings regularly throughout the year with two representatives from each class. This gives children the opportunity to give opinions and make decisions about the school and helps to put the teaching of Citizenship and British Values into practice.

## ***ENRICHING THE CURRICULUM***

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- We often invite visitors into school to add interest to the learning undertaken and broaden the experiences of the children. Visits to other places, related to the work being covered, are arranged throughout the year.
- We have regular, whole-school theme days related to current events / special occasions to enhance children's learning.

## ***SPECIAL EDUCATIONAL NEEDS PROVISION***

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The School aims to provide a broad and balanced curriculum relevant to the individual needs of all children, within the framework of the National Curriculum. In supporting children with Special Educational Needs (SEN) we follow the recommendations of the Code of Practice for Special Educational Needs (updated 2014). Provision for pupils with Special Educational Needs will be through:

- Consultation with parents and their support actively encouraged.
- Identification of pupils with SEN as early as possible.
- Close monitoring of pupils' needs.
- Differentiated work following the drawing up of an Individual Intervention Plan.
- Support from the support staff.
- Consultation with outside agencies (e.g. speech therapist).
- In-Service training for staff to further develop skills and expertise in working with special needs pupils.
- The provision of appropriate resources (within the constraints of a finite budget).

A copy of the School's Special Educational Needs Policy is available for inspection at the school and our SEN 'Offer' is available on the school website.

# **ASSESSMENTS**

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At Monkton Infants we place high importance on knowing exactly where children are in terms of the progress they are making. To do this we use a range of assessments both formal and informal. These include:

## **RECEPTION**

- Reception Baseline assessments are used on entry to Reception classes.
- Foundation Stage Profile – Information is gathered throughout the Reception year and reports will be shared with parents towards the end of the summer term.

## **YEAR 1**

- Phonics screening check (Summer Term).

## **YEAR 2**

- End of Key Stage 1 Teacher Assessment.
- Informal teacher assessments are made at the end of every half-term. The information from these assessments helps teachers to plan work appropriate for your child.

## HOME SCHOOL LINKS

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### *HOME-SCHOOL AGREEMENT*

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In common with all schools we have in place a home-school agreement which both school and parents/carers are required to sign – It sets out expectations and responsibilities for both the school and parents/carers to help ensure your child reaches their potential during their time with us. We ask parents/carers to sign the agreement to show that they understand and accept it.

#### **The agreement covers a number of aspects including:**

- The standard of education the school will provide.
- The ethos of the school.
- Regular and punctual attendance.
- Discipline and behaviour.
- Homework.
- Information that the school and parents will share.

### *COMMUNICATING WITH PARENTS*

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Parents/carers are always welcome into school and can speak with classteachers at the end of the school day where convenient. Classteachers are **not** available, before the start of, or during the school day unless a specific appointment has been made. Parents/carers may telephone or visit at any time to consult with the Headteacher or arrange an appointment if necessary.

*Parents are encouraged to sign up to ‘Class DOJO’ for our school, where they will be able to send messages directly to their child’s Classteacher, the Headteacher or Business Manager.*

Parents are invited to come to the morning Assembly at 9.05am on the Friday closest to their child’s birthday to join in the celebrations.

- ‘Welcome’ Meetings will be held for parents/carers of all year groups in September.
- The school’s policy on the teaching of reading, literacy and maths will be explained. Guidance will be given as to how parents can help their child at home.
- Parents Meetings will be held in the autumn and spring terms to discuss children’s progress.
- Pupil Progress reports sent out in autumn and Spring term.
- End of year reports will be sent to all parents/carers in July to inform them of their child’s progress and achievements during the year.

All parents are eligible to stand for election as Trustee of the School at the appropriate time.

### *HOMEWORK*

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Homework may be given from time to time depending on the work being covered in class. In addition, children are encouraged to take home their reading books on a regular basis and parents are asked to participate in shared reading with their child. Care and handling of books is very important and children are supplied with book bags by the school to carry their books to and from school. Year 1 and Year 2 children may have spellings or some other task to do at home.

## ***SCHOOL RULES AND DISCIPLINE***

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We insist on good behaviour and manners and have high expectations in this, in all areas of school life. From the start, the children are made aware of our ‘Be the Best’ Rules, which the children are expected to follow. These are:

- **Be gentle**
- **Be kind**
- **Be a hard-worker**
- **Be honest**
- **Be a good listener**
- **Be safe**

As well as adults, we have two ‘playground buddies’ out in the yard at playtimes. Children can go to the buddies if they need someone to play with or help with some other issue. All staff are aware of the anti-bullying policy and many opportunities are used throughout the year to teach and reinforce positive social skills.

**Bullying will not be tolerated.** The children are taught how to handle squabbles with others amicably and to seek adult help if they cannot resolve differences themselves. Governors have agreed an Anti-Bullying Policy which is available on request.

Any minor incidences of misbehaviour within the classroom will be dealt with in the first instance by the classteacher and you may be informed of the incident. If the problem continues to cause concern, the Headteacher will be informed and will speak to the child. If the problem is not resolved, parents will be contacted, invited to the school to discuss the problem and a solution worked out together. Your co-operation in these matters is appreciated. A copy of the school's Behaviour and Anti-Bullying Policies are available for inspection from the school.

## ***THE ROLE OF THE TRUST BOARD***

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The Academy has a Trust Board, which meets at least once a term. The Trust Board acts collectively and is charged with making many important decisions in relation to the life and work of the school.

## ATTENDANCE AND PUNCTUALITY

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**Good punctuality and regular attendance are vital to sustained progress at school and need to be established from the very beginning of school life.**

As you may know, pupil attendance is rigorously monitored within school and by the Local Authority's Attendance Monitoring Team.

**Poor attendance and punctuality have a negative impact on children's educational progress so it is important that we all work together to help raise attendance levels. Of course, we do understand that children do become poorly from time to time so if your child does become ill, please ensure they have the required time off school.**

### ***ATTENDANCE***

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- If your child is absent from school, you must **ring the school office before 8.30am** and leave a message giving an **appropriate reason** for the absence so that the classteacher can be informed prior to the beginning of the school day. (Please note: all answer messages are listened to).
- If you do not ring school on the first day of absence, a phone call home will be made to find out the reason for this absence and this will be recorded for school record.
- If no contact has been made during the absence, a letter will be sent home on return to find out the reason for absence.
- Where no reason is provided within a 2-week period after returning to school; the absence will remain unauthorised. ***Pupils with attendance under 90%, who are absent, will be marked unauthorised unless evidence is provided.***
- A letter will be sent each term to inform parents if their child becomes categorised as a persistent absentee.
- **Persistent absenteeism (attendance below 90%),** is monitored by the school and the Attendance Monitoring Officer - you will receive a letter if your child's attendance becomes a concern.
- **If your child is absent due to a medical appointment, evidence must be provided otherwise the absence will remain unauthorised.**
- 10 unauthorised sessions within a 6-week period can lead to a Penalty Notice Fine issued by the Local Authority.
- The school has a statutory duty to involve the Early Help team at the Local Authority if a child has not been seen for more than 3 days and no contact has been made. The Headteacher and Deputy Headteacher may make an unannounced home visit to see the absent child.

## ***PUNCTUALITY***

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**The school day starts at 8.55am.**

A continuous entry system operates between 8.45am – 8.55am. Children **should not arrive at school between 8.55am and 9.05am.**

- At 9.05am the school gate will be locked and any parents/carers who bring their child in to school after this time must come to the main entrance and sign their child in with the School Office.
- Pupils who arrive at school between 9.05 and 9.25 will be marked as 'late during registration'.
- Pupils who arrive at school from 9.25 onwards will be marked as 'late after registration' and will lose their mark for the full morning session.
- Poor punctuality is monitored by the school, the Local Authority and Attendance Monitoring Team.

## ***LEAVE OF ABSENCE REQUEST DURING TERM TIME***

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Taking children out of school during term time is to be actively discouraged by schools and is to be avoided if at all possible. Leave of Absence during term time accounts for a high percentage of absences for some schools and strenuous efforts are being made by Government, Local Authorities and schools to reduce it.

All requests for Leave of Absence during Term Time must be made in person to the Headteacher and can only be granted in EXCEPTIONAL CIRCUMSTANCES e.g. family bereavement, unexpected emergencies. (N.B. Family holidays are not considered exceptional circumstances).

***Unauthorised Leave of Absence from school may result in a fine from the Local Authority.***

## **SAFEGUARDING**

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Monkton Infants School believes that the safety of the children and staff in our setting is of paramount importance.

Monkton Infants School works with children, parents/carers and the community to ensure the safety of children. Every child has the right to be safe. Monkton Infants School aims to create an environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or social background. We want to help children to establish and sustain satisfying relationships within their families, with peers and with other adults. We aim to enable children to have the self-confidence and the vocabulary to resist inappropriate approaches, and to work with parents/carers to build their understanding of and commitment to the welfare of all our children.

*Monkton Infants School acknowledges that abuse of children can take different forms; physical, emotional, sexual and neglect. When children are suffering from abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such behaviour occurs, or when children's play gives cause for concern, Monkton Infants School has a professional and moral duty to investigate, and if necessary make a referral.*

<b>The Headteacher is responsible for safeguarding and will decide what action to take</b>
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The school has a policy on **Child Protection and Safeguarding Children** (a copy of which may be inspected at the school and is also available on the school website). Whilst the school does not act as an investigatory agency any disclosures of abuse made by a child will be immediately referred to the appropriate agency. All staff and governors have regular training in Child Protection and Safeguarding Children matters.

## ***OPERATION ENCOMPASS***

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We are proud to be an 'Operation Encompass' school. This means that we are working closely with the police and safeguarding teams within South Tyneside to help children feel safe and help them to receive appropriate support if required.

## ***MENTAL HEALTH AND WELLBEING***

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We have a number of strategies in place in school to support the mental health and wellbeing of our pupils:

- 'Fuzzle' the school mental health mascot – each class has their own Fuzzle; children are encouraged to cuddle Fuzzle if/when they are upset. There is even a Fuzzle in Mrs Askwith's office!
- 'Zones of Self-Regulation' – these are displayed in all classrooms and support children as they identify and address their emotions and feelings at different times in the day.
- 'Growth Mindset' – this is the approach which we take to learning. Instead of thinking 'I can't do it' children are encouraged to think 'I can't do it **yet**'; they are taught a range of approaches to use when challenged by something new.
- 'You're great because . . . ' – each week, a child in each class is selected at random, over the course of the week, everyone in the class 'writes' one positive message about that special person - all starting with 'You're great because...'. The notes are posted into a little box,

## **Monkton Infants School**

ready to read on Friday. On Friday, that child hears a wealth of positive messages about themselves before taking them home to keep.

- **Rainbow Flag Award** - to ensure our school is totally inclusive, we use a range of books to raise children's awareness of the differences in the 'real world' from diverse families (e.g. same gender parents) to knowing it's absolutely acceptable to break all gender stereotypes. We hope this early approach will prevent homophobic and transphobic behaviour later in life, as often it is the initial shock and misunderstanding which can be the root cause.
- **Mental Health Champion** – there is an accredited mental health first aider in school to support children if required.

## **HEALTH & SAFETY (INC E-SAFETY)**

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### ***PASTORAL CARE***

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Any child requiring medical attention will receive help from any of the Teaching Assistants (all of whom hold up-to-date first aid certificates). Any problems or difficulties will be referred to the Headteacher who will decide what further action is to be taken. This may involve contact with parents. Parents will be informed if a child bumps his/her head, however slight.

If a child becomes unwell at school you will be contacted by telephone, so it is **vital** that we have an emergency contact number in case we are unable to contact you direct. (Please inform school of any changes to telephone numbers).

### ***HEALTH SERVICE AGENCIES***

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To address the all-round needs of children and their families the school has direct links with the school nurse, dentist, speech therapists and Services for the Deaf.

### ***ADMINISTRATION OF MEDICINES***

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School staff are able to administer medicines in school when relevant consent forms have been completed by parents/carers.

Children who suffer from Asthma do keep inhalers in school for relief treatment. A school Asthma Card must be completed to allow inhalers to be safely managed in school.

If your child has any other medical condition, please contact the Headteacher.

### ***SUN PROTECTION***

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The school would like all children to enjoy the sun safely. For us to achieve this, we need the support of parents/carers. Parents/carers are requested to:

- Put sun protection cream on their children prior to coming to school on a sunny day.
- Provide their child with a sun hat.
- Ensure that their child is suitably dressed. Please do not put your child in a sun top that exposes their shoulders and back, as the school wants to minimise the risk of exposure to direct sunlight.

The school staff will ensure that children are not in the direct sunshine for any length of time. ***The school staff will ensure that drinking water is available at all times.***

If you would like your child to have sun cream applied whilst in school, please complete the relevant form and bring in a bottle of sun cream clearly labelled with your child's name.

## ***HEADLICE***

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**It is parents' responsibility to check regularly for Headlice and take the appropriate action to get rid of any infection.**

Treatment is available, free of charge, from many local Chemists. The School Nurse can work supportively with families if requested.

Your co-operation in helping to keep incidences to a minimum is appreciated by ourselves and other parents.

## ***WHAT IS A 'WELL CHILD'?***

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A well child:

- Is not reliant on Calpol
- Does not have a high temperature
- Is well enough to take part in all Nursery activities and experiences
- Has a normal appetite, and is happy and sociable

Monkton Infants School aim is to provide the best possible care for all of the children. Therefore, we cannot accept sick children at school. In order to avoid embarrassment to parents and staff, please do not try to leave a child in the school if you suspect that they are unwell.

It is not fair on your child, other children or the staff if you send a child in to school knowing that they are not well.

When a child becomes ill in school, every effort will be made to contact the parent/carer, who will be requested to collect their child as soon as possible.

## ***JEWELLERY***

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Jewellery / watches should not be worn in school. Stud earrings may, if essential, be worn but must be removed for PE by either the parent or the child. As the school cannot be responsible for the safe keeping, loss or damage of such items, it is advisable not to wear earrings on the days when the class will have PE. Preferably, earrings should not be worn at all for school.

## ***E-SAFETY AND MOBILE PHONES***

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<p>The safeguarding of all our pupils is of great importance to Monkton Infants School. Therefore, we regret to say that parents/carers are not permitted to record or photograph any performance or event involving pupils. This will be rigidly enforced and we appreciate your co-operation with this safeguarding matter.</p>
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**Monkton Infants School is a 'Mobile Free Zone'. Mobile Phones must not be used anywhere on the school site. Anyone requiring the use of their mobile phone must leave the school premises to do so.**

## ***CLIMBING WALL***

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We have a lovely, colourful climbing wall installed in our playground, which the children enjoy using. All use is supervised by Staff and the wall is checked daily as part of our Health and Safety procedures.

We have very stringent rules to ensure safe use of the climbing wall:

- **Only to be used during playtimes not lunchtimes**
- **Not to be used before / after school**
- **Supervised use at all times**
- **Not to be used if apparatus is wet / slippery**
- **Children to wear appropriate footwear**
- **Children to start climbing from an identified place only**

## ***PLAY EQUIPMENT***

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The outdoor play equipment is enjoyed by all children at playtimes, under close supervision by staff.

This play equipment has been specially designed to cater for the height / weight of our pupils and, to comply with Health and Safety regulations, we have implemented strict guidelines to ensure safe use.

**We respectfully ask:**

- **Children do not use the play equipment before / after school - this includes siblings.**
- **Adults do not access the play area at any time.**

## ***CAR PARKING***

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In the interest of safety, cars must not be brought onto the school premises.

There are **'No Parking' yellow lines** immediately outside of the school gates. Please observe these restrictions that are strictly enforced in the interest of everyone's safety. From time to time there are unplanned visits by Traffic Enforcement Officers who will issue fines when appropriate. The gates to the school car park are locked at the beginning and end of the school day.

## ***FIRE***

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In case of a fire or a drill near the beginning or end of the school day please follow this procedure for parents.

- The alarm will sound.
- Parents should immediately leave the building via the nearest fire exit (if they are waiting inside) and should move right away from the exits to leave a clear pathway.
- Fire Exit signs are displayed throughout the building.
- The staff and children follow a strict Fire Drill, which is practised in school each term – it would be imperative that parents did not interfere with Fire Drill procedures.

## ***GENERAL***

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- The safety and security of pupils, staff and visitors is our highest priority. Visitors/Parents/Carers must remain in the designated reception area unless accompanied by a member of staff.
- Visitors must sign the Visitors' Book in the main entrance and are given an identity badge.
- Nowhere in this school will we tolerate violent or abusive behaviour.
- All people working in school have identity badges.
- Children do not play outside without a member of staff being on duty (we always have two adults outside).
- **Bikes and scooters must not be ridden in the school yard (by either children or adults) at the start and end of the day.**

**Dogs are not allowed anywhere on the school site at any time (except Guide Dogs) and must not be tied to railings.**

- As part of achieving our Healthy School Standard Award, smoking/vaping is not allowed ANYWHERE on the school site.
- In the interest of hygiene, health and safety long hair must be tied back for school.

**Toilets are not available for parent/carers or siblings at any time – please do not disturb staff to ask to use the toilets.**

## ***MORNING AND END OF DAY ARRANGEMENTS***

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All children must come into school through the entrance in the school yard, not the main door or the door from the car park.

There is continuous entry between 8.45am – 8.55am each morning. The Headteacher, or a senior member of staff, and a member of the support staff meet all children at the school gate and help with bikes / scooters if required.

Parents / carers are not allowed past the main gate on a morning and do not accompany their child in to school.

## Monkton Infants School

At the appropriate home time, staff will bring children out into the yard. Parents/carers are asked to stay well clear of the main entrance to enable children to leave the building safely and to enable them to see their parents/carers easily.

### **Hometimes are:**

- Reception – 3pm
- Year 1 – 3.10pm
- Year 2 – 3.20pm

*(Please do not turn up early to collect your child; only turn up at the appropriate collection time to reduce congestion – if you have children in more than 1 year group you can collect both children at the later time).*

Parents/carers must inform the Classteacher via ‘Class Dojo’ if someone, other than those listed on the ‘Pupil Collection – Authorised Persons’ Form, will be collecting their child. **NO PERSON UNDER 16 YEARS OF AGE IS PERMITTED TO COLLECT A CHILD.**

## **SCHOOL MEALS AND MILK**

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### ***SCHOOL MEALS AND MILK***

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Since September 2014, all pupils attending Infant schools in England receive free school lunches. With this in mind, we would ask that all **parents/carers refrain from sending children to school with a packed lunch from home.** The school meals have always been of an excellent standard at Monkton Infants. These include the choice of a School Packed Lunch, which is made to high nutritional standards and a salad bar.

Although every Infant School child will receive a free school meal, the Local Authority still requires parents/carers to inform the school of their **Free School Meal Entitlement**, as this information will still be collected from the termly school Census. Every school receives a sum of money (pupil premium) for pupils entitled to Free School Meals; failure to inform the school of this information will lead to a loss of funding for the school.

I would also like to make you aware that milk is still given to pupils in school each day (**at a cost to pupils not entitled to Free School Meals**). A yearly charge of £27.30 / £9.10 per term (subject to change) is to be paid at the **beginning of each school year / term**.

**If you do not want your child to receive milk in school, please inform the school office before the start of the school year.**

If you believe your child is entitled to Free School Meals, please ensure you complete the application form in your child's admission pack.

### ***PROVISION OF WATER***

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Every child has access to their own individual water bottle throughout the day.

### ***LUNCHTIME SUPERVISION***

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The Teaching Assistants and Teaching Staff spend time ensuring the children are happy and settled as they eat their school meal in the dining hall. Pupils who stay at school for lunch are expected to follow the Golden Rules of behaviour and follow the instructions of the Supervisory Assistants. We have a range of playground equipment for the children to use at lunchtimes.

## SCHOOL UNIFORM

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School Uniform is not compulsory but details are set out below for those who wish their child to wear it. The school uniform is as follows:

<b>Shirt / Blouse</b>	White
<b>Sweatshirt / Cardigan</b>	Purple
<b>Trousers / Skirt</b>	Grey
<b>Summer Dress</b>	Purple and White

Uniform with the school name and logo embroidered on can be ordered online via the link below:

<http://www.schooltrendsonline.com/schools/MonktonInfantSchoolNurseryUnitNE349SD/>

**N.B. All items of uniform and outdoor clothes must be named.**

*Parents of children starting school are asked to support their children dressing/undressing themselves and manage hats, coats etc.*

**ALL NEW PUPILS RECEIVE A FREE BOOK BAG AND FREE PE BAG ON THEIR FIRST DAY.**

### ***PHYSICAL EDUCATION***

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Each child is expected to have a suitable pair of PE shoes, a pair of shorts and T-shirt to wear. **PE shoes and bags must also be named.** PE shoes should be checked regularly for size.

**PE is an important part of the school curriculum and in the interests of safety and hygiene it is important that children wear suitable clothing and footwear.**

PE Kits should be brought in to school on the child's first day. They will be kept in the PE Bag provided by school and only sent home on school holidays to wash. They must then be returned on the first day back after the holiday.

## **USEFUL GENERAL INFORMATION**

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### ***LEGAL NAMES***

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Legally all official documentation held in school must bear the child's name as stated on their Birth Certificate. Where official name changes have been made, please bring legal documentation to the attention of the school office. Any informal changes to surname (i.e. on work books etc.) will only be made at the discretion of the school and then only with the agreement of both parents who hold Parental Responsibility.

### ***LOSS OF OR DAMAGE TO PERSONAL POSSESSIONS WHILST ON SCHOOL PROPERTY***

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The school is unable to accept legal responsibility for any personal property which is brought onto their premises and which is lost or damaged as a result of the acts of third parties.

### ***DEALING WITH COMPLAINTS***

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We very much welcome you as parents/carers coming into school to speak with staff about any issues or concerns you may have. Usually such situations can be resolved quickly, informally and amicably. If, however, this turns out not to be the case a copy of the Policy and Procedures, as agreed by the Governing Body of Monkton Infants School is available in the Parent Information Section at the Main Entrance of both the Main School and the Nursery Unit.

### ***CURRENCY OF INFORMATION STATEMENT***

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- The information contained in this brochure relates to the current academic year.
- The information was accurate at the time of preparation, but changes may be made or information updated. Such changes could occur as a result of variations in Government Policy or staffing changes.

## **PRIVACY POLICY FOR PUPILS AND THEIR FAMILIES**

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Monkton Infants School is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Headteacher acts as a representative for the school with regard to its Data Controller responsibilities; she can be contacted on (0191) 4561917 or [caskwith@monktoninfants.org.uk](mailto:caskwith@monktoninfants.org.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Monkton Infants School upholds are imposed on the processor.

Mr Bryan Chapman is the Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted at [dpo@chapmandis.co.uk](mailto:dpo@chapmandis.co.uk).

### **WHAT DATA WE COLLECT AND PROCESS**

- Personal information (such as name, unique pupil number and address, adult emergency contact information)
- Parent/Carer information (such as name, contact details, Free School Meal registration data)
- Characteristics (such as free school meal eligibility, Pupil Premium Information)
- Special Categories (such as Ethnicity, Language, Nationality, Country of birth & Religion)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information (Special Category Data)
- Special Educational Needs information
- Exclusions and Behavioural information
- Financial Information (such as dinner money transactions, trip transactions)

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. This will be via the pupil permission sheet that you are requested to complete upon your child's entry to the school.

### **WHY WE COLLECT AND PROCESS PERSONAL DATA**

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- to comply with the law regarding data sharing
- Financial audits
- Provide a rewards structure
- Track how well the school is performing as a whole

## **LAWFUL BASIS FOR PROCESSING PERSONAL DATA**

We collect and use pupil information under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018.

Special category data from article 9 is processed under condition (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purpose, except where Union of Member State law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

## **COLLECTING INFORMATION**

Whilst the majority of 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 information to us or if you have a choice in this. This will be via the information sheet that you are requested to complete upon your child's entry to the school.

## **RETENTION**

We hold pupil data if it is lawful for us to do and only for as long as legally required. Any data that we are no longer required to hold lawfully is securely disposed of in accordance with the school's Data Retention Schedule.

## **WHO WE SHARE PUPIL DATA WITH**

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Medical information as appropriate/necessary with the NHS
- Third party companies/partners who are assisting the school. All third-party companies/partners who process data on our behalf will have a data processing agreement with the school.

## **WHY WE SHARE PUPIL DATA**

- 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.
- We share data with schools that your child attends after leaving us to assist with the school transition process.
- We share data with third party companies/partners who may require this information to assist the school.
- We share pupil data with the NHS when appropriate to assist with medical needs of children within the school.

## **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>.

### **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**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school directly. ICO guidelines state that you must have a valid reason for requesting this data. You are not entitled to the information simply because you are interested. Please see the schools GDPR policy for further information.

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, restrict processing, erased or destroyed
- Data portability
- Claim compensation for damages caused by a breach of the Data Protection regulations; and
- Withdraw consent for special categories by requesting a new pupil information sheet

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/>, Call 0303 123 1113 or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## **CONTACT**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer by e-mail (below), or contact the school who will pass your details to the data protection officer.

*Bryan Chapman (Data Protection Officer)*  
*Chapman Data and Information Services Ltd*  
*dpo@chapmandis.co.uk*