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# St John Bosco Catholic Primary School

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Home school  
agreement and  
consent forms

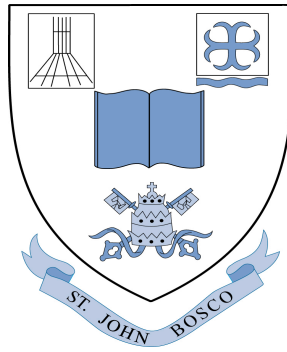
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2021-22

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*To parents/carers, you are requested to read and sign this booklet where appropriate.  
A copy is enclosed for your records.*

Student Name.....



**Please read, complete, make any necessary amendments and sign the agreement page at the END of this booklet, to save having to sign all the sections**

**The consent forms are:**

- **Home School Agreement**
- **Consent to treatment including the Disability Equality Scheme**
- **Photographs and Media Images**
- **Internet Access**
- **Parental Responsibility Information**
- **Consent form for School Trips and Other off-site activities**
- **Intimate Care Agreement**

**The booklet should then be handed into school office or your child's class teacher. Thank you.**

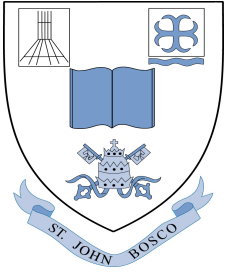
# HOME SCHOOL AGREEMENT

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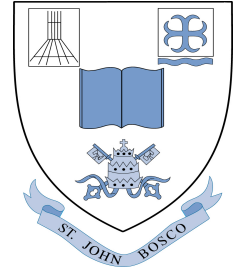
**Agreement made between the parents or carer of the pupil named and the Governors of St John Bosco Catholic Primary School.**

**Mrs M Hartnett, Chair of Governors**

**Mr D MacAreavy, Headteacher**



## **St John Bosco Catholic Primary School** **Mission Statement and Supporting Objectives**



**2020-21**

### **Enjoy Embrace Excel**

**“I have come so that they may have life and have it to the full”.**  
**John 10:10**

#### **Aim 1**

**To live our Catholic beliefs and to celebrate and explore the world around us and help and support people in need.**

**We aim to achieve this by**

- **Following the ‘Come and See’ Programme for Religious Education.**
- **Providing opportunities to help others both locally and afar.**
- **To choose and support a range of charities.**
- **To give children opportunities to make thoughtful decisions.**
- **To include the whole Parish and wider community surrounding St John Bosco Catholic Primary School.**

#### **Aim 2**

**To develop and maintain strong partnerships with Parents, Parish and Wider Community**

**We aim to achieve this by**

- **Being welcoming and accessible to parents and involving them in all aspects of their child’s education by providing family support and working together in partnership.**
- **Working with the Parish Catechists to prepare children for Sacraments.**
- **Embracing the Parish into school through Parish School Masses and other events.**
- **Supporting the local community through use of the school facilities.**

#### **Aim 3**

**To promote an ethos of respect and collectively take responsibility to provide an environment where all feel safe and protected and to foster a have a go culture in all that we do.**

**We aim to achieve this by**

- **Listening to our children and promoting their School Council.**
- **Developing a sense of personal responsibility and respect for others.**
- **Developing real links with our local community.**
- **Providing and promoting our home school agreement and codes of conduct.**
- **Developing compassion, thoughtfulness and empathy.**

**Aim 4**

**To encourage and develop independence through a variety of projects within the curriculum that balance knowledge, skills and the ability to apply them to the real world.**

**We aim to achieve this by**

- **Providing a rich varied curriculum.**
- **Developing our project based learning.**
- **Providing a wide range of after school clubs.**
- **Providing opportunities for children to use their initiative and develop independent learning.**

**Aim 5**

**To celebrate each child's uniqueness.**

**We aim to achieve this by**

- **To celebrate and embrace success.**
- **Ensure equal opportunities lie at the heart of our curriculum.**
- **Ensure we provide opportunities for all children to enjoy progress and success.**
- **To be sensitive to our children's uniqueness.**
- **To encourage thoughtful discussion throughout our curriculum and especially RE.**
- **Ensure an environment where everyone is respected for who they are.**
- **Promoting high expectations from all associated with our school.**

**'To be loved and know that you are loved' – St John Bosco**

## **School's Responsibilities**

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

### **Therefore I/we will:-**

- Provide a friendly welcome to your child and a secure, stimulating, quiet and peaceful Christian environment in which to learn.
- Ensure that your child is valued for who he/she is, and helped to make good progress in their spiritual, moral, emotional and academic development.
- Demonstrate our faith and our school's foundation in the teachings of Jesus, by what we teach and the way we live and worship in school.
- Strive to provide the best possible education we can for your child, through enthusiastic teaching rooted in our beliefs, our values, and our skills.
- Provide you with information about your child's progress, and with opportunities to talk to teachers.
- Keep you well informed about school policies and activities.
- Set and monitor homework suitable to your child's needs.
- Send home an annual written report of your child's progress.
- Contact you if there is a problem with your child's attendance or punctuality.
- Inform you of any concerns regarding your child's behaviour, work or health.
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.

## **Parents Responsibilities**

We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school

### **Therefore I/we will try to: -**

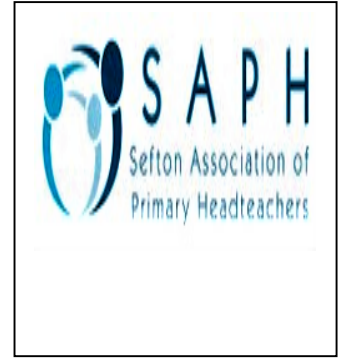
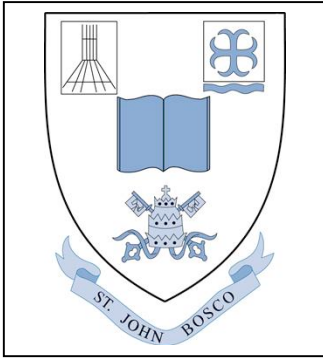
- See that my child attends school regularly, on time and suitably equipped.
- Inform the school of any concerns or problems that might affect my child's work or behaviour.
- Support the Christian values of the school community.
- Give my child opportunities for home learning and support homework from school and complete information required by the school regularly and promptly.
- Encourage my child to show kindness and consideration to others.
- Talk to my child about their experiences in school and encourage them to do their best.
- Attempt to support the Catholic Community and the school governors in their responsibilities for maintaining the school buildings in good repair.
- To ensure that your conduct on school grounds is in line with our Christian Values, particularly when showing respect and tolerance of all pupils, staff, governors and parents/carers.
- To inform the school of any change of personal circumstance.
- To inform school of children's absences before 10.00am on the first day of absence and to contact school on the 4<sup>th</sup> day of absence.
- To pay any fees on time and not in arrears.

## **Pupils Responsibilities:-**

**I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely**

### **Therefore I will:-**

- **Attend school regularly and on time.**
- **Wear the school uniform and bring all the equipment I need every day.**
- **Take care of all school equipment and help keep our school free from litter.**
- **Learn something new each lesson and always do my best.**
- **Share my feelings honestly and politely and show consideration for others in school.**
- **Behave sensibly so we can be happy and safe as we learn.**
- **Try to think for myself and take responsibility for my actions.**
- **Observe school rules and treat everyone with the respect they deserve.**



## **Conduct of Visitors to Our School**

**Although fulfilling a public function, all Sefton schools are private places. Parents, guardians and members of the public have no automatic right of entry. We will therefore act to ensure that St John Bosco Catholic Primary School remains a safe place for pupils, staff and other members of their community.**

**If a parent or visitor's behaviour is a cause for concern, they WILL be asked to leave the school premises. In serious cases, the Headteacher or the local authority can notify them in writing that they will be barred from the premises.**



## CONSENT TO TREATMENT

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If a boy or girl requires special treatment, every effort will be made to obtain the prior consent of the parent or carer. Should this be impossible in the time available, the Headteacher or the person deputising, acting in loco parentis, is authorized to give valid consent to such treatment (including anaesthetic or operation) as may be recommended by the Medical Officer.

✓ I/We agree with the statement of 'Consent to Treatment' as above.

If your child is prescribed any medicines during the school year, please call to the office to complete a medication form, **we cannot administer any prescribed medication without consent**

Please state whether the pupil is allergic to any drugs/medicines or whether he/she has any physical disability which could render certain medical treatment inadvisable.

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(If applicable please read information on **Disability Equality Scheme**).

Please give details of any other inoculations given during the last five years

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✓ I undertake to inform the school should there be any changes to my child's medical status during the year.

If you do not wish to give consent to treatment – please write in the comments below:

Comments: .....

## **INTIMATE CARE POLICY PARENTAL AGREEMENT FORM**

1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.

2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

3 St John Bosco Catholic Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. St John Bosco Catholic Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

4 The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

5 The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

6 Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.

7 Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

8 St John Bosco Catholic Primary School will inform parents of any changes throughout the day.

9 Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

10 Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene

waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste.

11 Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

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**INTIMATE CARE POLICY  
PARENTAL AGREEMENT FORM**

**I agree to support the Intimate Care Policy and practice of St John Bosco Catholic Primary School.**

**Signature of Parent / Carer .....**

**Print Name .....**

**Date .....**

## DISABILITY EQUALITY SCHEME

The Governing Body have duties under part 5A of the Disability Discrimination Act (DDA) to promote equality of opportunity for disabled people; pupils, staff, parents, carers and other people who use the school or may wish to; and prepare and publish a disability equality scheme to show how we will meet these duties.

We are already doing much to promote equality of opportunity for disabled pupils and to secure their participation in every aspect of school life. We have many priorities for the next three years to increase access and make improvements to the school environments, being better informed about our school community is a requirement of the new Disability Equality Scheme.

### **Encouraging disclosure**

Our reasons for knowing who is disabled is to ensure that appropriate adjustments can be made, this will have real benefits for our school community. You are not required to disclose a disability but it is in your interests to do so, so that we can make reasonable adjustments at school for you or your child.

### **May we reassure you of the absolute confidentiality of any information given to school.**

The information you may give will be handled sensitively and confidentially and used to improve opportunities and outcomes for all. You should be confident that information shared with school will be used to support the development of disability friendly policies. The definition of disability in the DDA is broad, we hope by raising your awareness of the definition, we will gain the collection of more accurate information.

Please read the following 'Is Tom disabled' which will help us gather accurate information. If you feel that you, your child or a member of your family who regularly visit school would be considered disabled, and you would be prepared to disclose this information, we would be grateful.

**Please complete the next page if applicable,**

**with a description of impairment and any reasonable adjustments you would like us to consider.**

### **IS TOM DISABLED?**

#### **1. Does Tom have difficulty with any of the following 'normal day to day' activities?**

**Mobility:** getting to/from school, moving about the school and/or going on school visits.

**Manual dexterity:** holding a pen, pencil or book, using tools in design and technology, playing a musical instrument, throwing and catching a ball?

**Physical co-ordination:** washing or dressing, taking part in Games and Physical Education?

**Ability to lift, carry or otherwise move everyday objects:** carrying a full school bag or other fairly heavy items?

**Continence:** going to the toilet or controlling the need to go to the toilet?

**Speech:** communicating with others or understanding what others are saying; how they express themselves orally or in writing?

**Hearing:** hearing what people say in person or on video, DVD, radio or tape recording?

**Eyesight:** ability to see clearly (with spectacles/contact lenses where necessary), including any visual presentations in the classroom?

**Memory or ability to concentrate, learn or understand** work in school including reading, writing, number work or understanding information?

**Perception of the risk of physical danger,** inability to recognise danger e.g. when jumping from a height, touching hot objects or crossing roads?

#### **2. Is Tom's difficulty caused by an underlying impairment or condition?**

**3. Has Tom's impairment or condition lasted, or is it likely to last more than 12 months?**

If Tom receives medical or other treatment to reduce or remove the effects of his condition, he may still be disabled. The test is whether the effects would recur if he were to stop his treatment.

**4. Is the effect of Tom's impairment or condition 'more than minor or trivial'?**

If you have answered yes to questions 1-4 then Tom is probably disabled under the DDA.

If you feel that you, your child or a member of your family who regularly visits school would be considered disabled, and you would be prepared to disclose this information, we would be grateful. **Please furnish us with a description of impairment and any reasonable adjustments you would like us to consider below:**

**Disability Equality Scheme:**

**I would consider myself/my child/member of family who regularly visits schools to be defined by the DDA as being disabled. I include below a brief description of the impairment and any reasonable adjustments that we would like the school to consider.**

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## PHOTOGRAPHS AND MEDIA IMAGES

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- ✓ I understand that photographs and videos may be taken by the school for the purpose of recording pupils' activities and attainment.
- ✓ I understand that this will be done sensitively and in a positive manner and that this is for internal use only.

In addition, your consent is sought for the following external use:

**I UNDERSTAND THAT THE HEADTEACHER WILL MAKE ANY DECISION ABOUT INVITING THE PRESS, RADIO OR TELEVISION INTO SCHOOL AND THAT IN THOSE CIRCUMSTANCES, MY WISHES STATED IN THIS FORM WILL BE OBSERVED.**

- ✓ I understand that, if at any point while my child is attending this school I change my mind, I need to let you know in writing about the changes.

**PLEASE DELETE AS APPROPRIATE**

1a I agree that you may use an unidentified picture of my child in a school booklet or display to promote the school.	<b>YES/NO</b>
1b. I agree that you may use an unidentified picture of my child on the school's website/parent app.	<b>YES/NO</b>
1c. I agree that my child may appear in a video presentation made by, or authorised by, the school.	<b>YES/NO</b>
2a I agree that my child may be photographed, interviewed or filmed by the press, radio or television if permission is granted to those organisations by the Headteacher.	<b>YES/NO</b>
2b. I agree that my child's name may be provided to the press, radio or television for possible publication with a photograph or film, given that the above considerations with regard to appropriate use have been made.	<b>YES/NO</b>
3a. I agree that my child may be photographed for use on St John Bosco Catholic Primary School Twitter Account	<b>YES/NO</b>

## INTERNET ACCESS

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All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Both pupils (KS2) and their parents/carers are asked to sign to show that the e-safety rules have been understood and agreed.

### PUPIL AGREEMENT

- ✓ I have read and I understand the school's e-safety rules
- ✓ I will use the computer, network, internet access and other new technologies in a responsible way at all times.
- ✓ I will not use the network and internet for anything which may be considered cyber-bullying.
- ✓ I know that the network and internet access may be monitored.

### PARENT AGREEMENT

- ✓ I understand that the school will take all reasonable steps to ensure that my child uses the school's Internet and Electronic Mail Services for appropriate purposes.
- ✓ I understand that my child will be held accountable for his/her deliberate misuse of the Internet and Electronic Mail Services and it will be treated as a serious breach of school rules and reported to me.
- ✓ I am aware that my child has access to the Internet and Electronic Mail Services in the school, under the supervision of an appropriate adult, in order to fulfil curriculum requirements.

#### **Parent's Consent for Web Publication of Work and Photographs**

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

#### **Parent's Consent for Internet Access**

I have read and understood the school e-safety rules and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.

(The school may exercise its right to monitor the use of the school's computer systems, including access to websites.).

## PARENTAL RESPONSIBILITY INFORMATION

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**Please note: Letters will be addressed to BOTH parents/carers using the pupil's surname. If this is NOT appropriate please write the alternative here:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

In addition, if a report is required to be sent to a parent **living at an address other than that the pupil's** please write the alternative here.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Are you the parent of the named child? : Y/N

If no please state your relationship to the child \_\_\_\_\_

If a relative, please specify (e.g. Grandparent, aunt etc.) \_\_\_\_\_

**Is this child in the care of the local authority? Y/N**

If you have cared for, or intend to care for, the child for more than one month, please state: \_\_\_\_\_

## PERMISSION CONSENT FORM

### Educational Visit Information

I give permission for my son/daughter to attend St Gregory's Church, Maghull during their time at St John Bosco Catholic Primary School. I give my permission for him/her to take part in all events organised for him/her at the church that take place during school hours.

I have read and understood the conditions above with regard to my son/daughter attending St Gregory's Church during their time at St John Bosco.

Signed ..... Dated .....



# CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

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**I agree for my child to:**

- Take part in school trips and other activities that take place off school premises.
- Be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information:**

- The school and activities covered by this consent include;
  - All off-site activities during the school day, evenings, weekends and during school holidays.
  - All visits (including residential trips) which take place during the holidays or a weekend.
  - Adventure activities at any time.
  - Off-site sporting fixtures during and outside the school day.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Please uphold the reputation of the school by refraining from taking photographs at events on and off school premises and using images on social media.

**Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year group visits, class visits, small group visits – as such activities are part of the school’s curriculum and usually take place during the normal school day.**

**Please complete the medical information section below (if applicable). If any of this information changes it is your responsibility to inform the school, in writing.**

**MEDICAL INFORMATION**

**Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:**

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## SIGNATURE FOR ALL CONSENT FORMS – SEE BELOW

### Parent Declaration

I/We have read the St John Bosco Catholic School's Home/School Agreement.

I/We note and understand the aims and values it has as a Catholic School, and the educational opportunities it will provide for my/our child within a Christian context.

I/We acknowledge the type of support outlined in the "Parental Responsibilities" statement that will be necessary to ensure my/our child is helped towards reaching their full potential.

I/We acknowledge what the school expects from all pupils.

I/We acknowledge that we must inform school of any changes of circumstance.

I/We acknowledge that medicine cannot be given unless prescribed by a doctors and a consent form completed.

### Headteacher signature:

*I/we have read through all the consent forms, with my son/daughter.*

*I/we have completed the necessary sections on the relevant consent information.*

*I/we shall endeavour to support my/our son/daughter to meet St John Bosco Primary Schools expectations in all aspects of school life.*

**PARENTAL SIGNATURE(S):**

**DATE:**

*I have read through the details which give me responsibility as a St John Bosco Catholic Primary School pupil. I shall always co-operate with the School and do my best in all areas of school life.*

**PUPIL SIGNATURE:**

**DATE:**

Thank you for reading through and signing the consent forms. Please return to this to: **St John Bosco School Office** as soon as possible, this will enable us to complete the necessary admin and ease the transition of your child into primary school

## **St John Bosco Catholic Primary School**

### **Privacy Notice (How we use pupil information)**

St John Bosco Catholic Primary School hold the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

#### **The categories of pupil information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1& 2 and phonics results, and any relevant assessment results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Schools they attend when pupils leave us
- School meal information (including Free School Meals)
- School Trip information

## Why we collect and use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, LA and/or DfE.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to comply with the law regarding data sharing
- h) to safeguard pupils

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

On 25<sup>th</sup> May 2018 the Data Protection Act 1989 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing or genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex like or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (i) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State Law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about the Individual Pupils)(England) Regulations 2013- Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 – Section 537A – state that we provide individual pupil information as the relevant body such as the Department of Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

## **How we collect pupil information**

We collect pupil information via by use of registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school through the schools Management System (Arbor).

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. In accordance with GDPR, the school does not store personal data indefinitely: data is only stored for as long as is necessary to complete the task the data was collected for originally.

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

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School to school networks
- Relevant NHS staff including school nurse, Occupational Therapists, Physiotherapists, CAMHS etc

## **Why we share pupil information**

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

We share pupils' data with DfES on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

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

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its 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>

To contact the department: <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

### Data Protection Officer

**Peter Rafferty**  
**Row 7 Education Ltd**  
[raff31@gmail.com](mailto:raff31@gmail.com)

### Data Protection Team

**Mr D MacAreavy**  
**Headteacher**  
[Head.stjohnbosco@schools.sefton.gov.uk](mailto:Head.stjohnbosco@schools.sefton.gov.uk)

**Chair of Governors**  
c/o [admin.stjohnbosco@schools.sefton.gov.uk](mailto:admin.stjohnbosco@schools.sefton.gov.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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

## Contact

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

Mr P Rafferty or Mr D MacAreavy

## DATA SUBJECT CONSENT (FORM) PARENT

First name	
Surname	
First name	
Surname	

I confirm that I am hereby consenting that St John Bosco Catholic Primary School can process my personal data for legitimate purposes.

I confirm that I am aware that I can withdraw my consent at any time by using the 'DATA SUBJECT CONSENT WITHDRAWAL' form found on the school website or provided by the school office.

Name/S

.....

Signature: .....

Date: .....

## PARENTAL CONSENT (FORM)

Child name	
Parent or legal guardian name	

I confirm that the above child is below the age of 16 years old and I am consenting on their behalf that St John Bosco Catholic Primary School can process personal data relating to the child for legitimate purposes.

I confirm that I am aware that I can withdraw my consent at any time by using the 'PARENTAL CONSENT WITHDRAWAL' form found on the school website or provided by the school office.

Name .....

Signature: .....

Date: .....