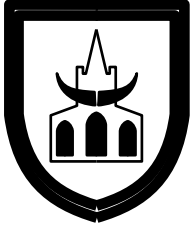


**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

Information

Booklet



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

Our School

We are a friendly, community centred infant school situated in the heart of Hornchurch town centre. Our facilities include a large well equipped school hall where PE lessons and assemblies take place, a welcoming school library, a cooking room and a learning resource room. Our outdoor environment boasts a spacious playground which has a range of climbing equipment as well as a large school field. Our Early Years has a fantastic covered space which gives access to the outdoor area, whatever the weather.

Our Aim

Enabling Success for All

Our aim is to provide a learning environment that ensures success by offering a safe, caring, supportive and inclusive school, empowering every child to flourish and grow in all aspects of their life.

Our Core Values

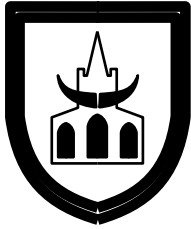
Our core values are: Respect, Kindness, Determination, Tolerance and Resilience. We believe that these values will help to mould our children into fantastic citizens. We celebrate the children's achievements on a weekly basis in our Celebration Assembly. We promote personal, social, moral and spiritual education throughout our curriculum and during collective worship.

Our Governors

The Chair of Governors is Mr. J. Crispin. The Governing Body is made up of representatives of the Local Authority and local community as well as parents and staff from the school. They consider and help to set the strategic direction of the school.

Parent Governors are elected by parents of the school and are able to hold post for up to 4 years. If Parent Governor elections are to be held, all parents are informed, invited for election, and able to vote. The minutes of all the Governing Body meetings are available in the school office for inspection.

Our school is fortunate to have a strong Governing Body which oversees the decisions that the Headteacher and Senior Management Team make. The Governors' remit is to support and challenge the school to attain the highest academic standards. They are also involved in ensuring the school provides value for money and spends the funds allocated wisely. They do this through Governing Body meetings each term and smaller sub-committees. We are particularly interested in recruiting parents of new Reception children so if you are interested and would like more information, please contact the school office or our Chair of Governors, Mr. J. Crispin.



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

Friends Of Langtons

The school and parents work together to raise funds. The Friends of Langtons is made up of dedicated, hard-working parents and teachers who organise social and fundraising events throughout the year. All parents are automatically members of FOL. They raise valuable additional funding for the school to help us to buy extra resources. They also plan fantastic events to enable parents and children to socialise. For more information please contact the School Office.

Admissions

The school's Admissions Policy reflects that of the London Borough of Havering. Reception children start school in September after they are 4 years old. Our Reception team and Senco carry out home visits during this important transition period. The school currently has the capacity for 270 children.

Attendance

It is essential for your child to have a high level of attendance to make the best possible progress. Absences and punctuality are rigorously monitored. We reward classes with good attendance and punctuality. Classes are told their class attendance and class punctuality during our Celebration Assembly and the classes with the best attendance / punctuality get 5 minutes extra play during that week. Our gates open at 8.40am and school starts at promptly at 8.45am.

Absence

If your child is unwell, please contact the School Office by telephone or email on the first day. When your child returns to school, please send in a letter to confirm the reason for the absence and the dates. If the school cannot make contact with the parents, at the discretion of the Headteacher, a visit to the child's home may take place.

Please try to make medical appointments for your child after school. If this is not possible, near to the end of the day would be best. Where possible, bring your child to school first and pick them up at the appropriate time. Please give evidence of your appointment to the School Office and let the class teacher know the day before or the morning of the appointment.

Holidays

A list of term times is available on our website and from our School Office. Absence requests will only be authorised if there are exceptional circumstances. Please note: persistent, unauthorised absence may result in a penalty fine.

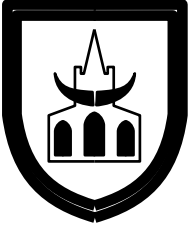


**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

School Uniform

Uniform is available from Havering Schoolwear Ltd., 160-162 Hornchurch Road, Hornchurch, Essex RM11 1QH, Tel: 01708 767 890 www.haveringschoolwear.co.uk

Boys	Girls
Grey trousers White polo shirt Royal blue sweatshirt Grey socks Black shoes – no trainers Coat/jacket Hat for warmth Royal blue fleece	Grey skirt or pinafore Grey tailored trousers White polo shirt Royal blue sweatshirt or cardigan Black shoes – no high heeled shoes, no trainers Coat/jacket Hat for warmth Royal blue fleece
<u>Summer uniform</u> Grey shorts or trousers No open-toe sandals Hat for sunshade	<u>Summer uniform</u> Blue and white gingham or striped dress No open-toe sandals or sling back shoes Hat for sunshade
<u>P.E. kit for all children</u> Black shorts Red, blue, green or yellow polo shirt depending on your child's allocated team colour Plimsolls <u>Additional P.E kit required for Years 1 & 2</u> Navy blue tracksuit for outdoor use	
<p><i>We ask that our Reception children bring wellies and a puddle suit.</i></p> <p>Only book carriers, P.E. bags and lunchboxes are to be brought into school. No other bags are needed. Large bags, of any kind, are not allowed in school as we do not have storage space for them.</p> <p>No jewellery other than stud earrings for pierced ears may be worn at any time. In the interest of safety <u>all earrings must be removed for P.E.</u> <i>If you are going to have your child's ears pierced, this should be done at the start of the school summer holidays. This will allow time for the ears to heal so that the earrings can be removed for P.E.</i></p> <p>Please label all items of clothing and personal belongings.</p>	



LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH

LETTER FORMATION

We hope that this will support you when you are helping your child with his/her letter formation.

This is the way your child will be taught to write in school and it is very helpful if you can use the same format at home.

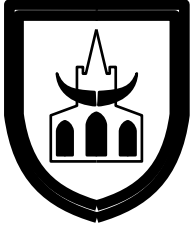
The starting point of each letter is shown along with the correct direction. It is explained to the children that this is important when they come to 'join up' their writing!

With the thanks of the staff at Langtons and wishes for many opportunities for happy writing!

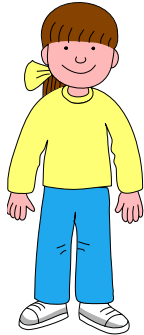
A a
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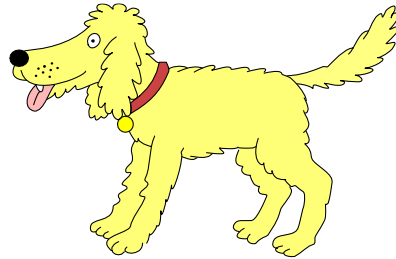
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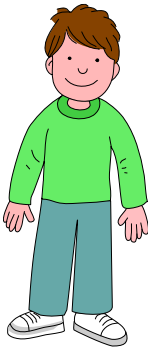
**LANGTONS INFANT SCHOOL
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Biff



Floppy



Chip



Kipper

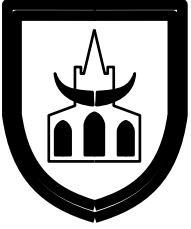


Dad



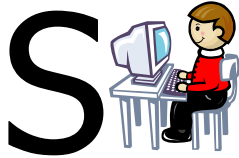
Mum

These are some of the first words your child will learn at school. It would be very helpful if you could familiarise your child with these characters during the next few weeks.



LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH

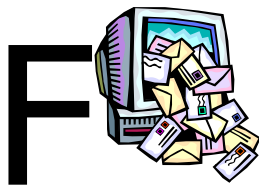
Think before you click



I will only use the Internet
and email with an adult.



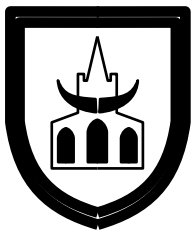
I will only click on icons and
links when I know they are
safe.



I will only send friendly and
polite messages.



If I see something I don't like
on a screen, I will always tell
an adult.



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

Use of digital images - photography and video

To comply with GDPR, we need your permission before we can photograph or make recordings of your daughter/son. There is a separate permission form for photographs in the Agreement & Permissions booklet.

We follow the rules below for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils' work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that pupils' full names are not given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
e.g. photographing children at work and then sharing the pictures on the interactive whiteboard in the classroom, allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school;
e.g. in school wall displays and PowerPoint© presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a CDROM / DVD or a document sharing good practice, in our school prospectus or on our school website. In rare events, your child's image could appear in the media if a newspaper photographer or television film crew attended an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Further information for parents on e-Safety can be found at:

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/linksbytopic/>



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

FOOD AND DRINK

School starts at 8:45am and ends at 3:00pm for Year R and 3:05pm for Years 1 & 2.

Arrangements during the school morning:

- Each morning all children should bring in a bottle filled with fresh water, clearly labelled with their name and class.
- During the day children are offered a piece of fruit provided by the National Fruit Scheme. Those who have paid for milk* (can be purchased online – see separate leaflet) will be given their milk during the morning. Those who have not purchased milk will be offered water.

Arrangements at lunchtime:

There are three options:

1. School dinner

- All infant children are offered free school meals, funded by the government. If you choose to take this up, your child will be served a hot school dinner at lunchtime which includes a main meal and a dessert. Meat and vegetarian options are available every day, and we can cater for children who have other dietary requirements where a menu is agreed in advance. If you require further information regarding this, the catering team can be contacted by phone on 01708 433638 or by emailing schoolcatering@havering.gov.uk.
- You can see the current school menu on the school website www.langtonsinfant.com or on Havering Catering Service's website www.haveringcatering.co.uk
- Drinks are not available to buy. Children will be encouraged to drink water which will be easily accessible or alternatively, please send your child in with a carton of drink.

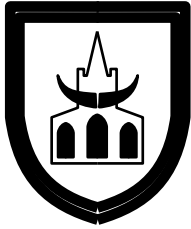
2. Packed lunch

- To be brought to school in a lunchbox with your child's name and class on it. As part of our Healthy Eating Food Policy we request that lunchboxes do NOT include:
 - sweets
 - chocolate covered or coated biscuits or cakes
 - fizzy or hot drinks
 - peanut butter (due to children with allergies)

3. Home Dinner

- Children can be taken home during lunchtime and need to be signed back in at the office.

Please note: Although school dinners are free to all infant school children, **free school milk*** will only be available to those who are entitled and who register. ***Please see 'Pupil Premium' on next page**



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

PUPIL PREMIUM

All infant pupils are eligible for free school meals. Payment for school meals starts from Year 3. However, children of parents/guardians claiming the benefits below, who register their eligibility, will continue receiving free school meals once they start Junior School and will qualify **straight away** for an **additional grant** called **Pupil Premium**. The Pupil Premium money is allocated to the school and will enable the school to support you with:

- school uniform
- breakfast/after school clubs (where spaces are available)
- payments for school trips
- free school milk

...plus you will not have to pay for school meals once your child starts in Year 3.

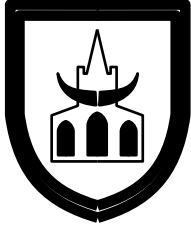
You are most likely to be entitled if you receive:

- Income Support
- Income – based Jobseekers’ Allowance
- Income – related employment and support allowance (ESA IR)
- Support under part IV of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and your annual income (as assessed by Revenue and Customs) does not exceed £16,190)
- Working Tax Credit ‘run-on’ – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – in England, if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get). If your child is currently eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are in on 31st March 2022.

Havering Council has to check that you are in receipt of the qualifying benefits to claim the grant but will not know which benefit it is. To register your eligibility either:

Use the council’s website <http://www.havering.gov.uk/Pages/Services/Free-School-Meals.aspx>

Or call Sally on 01708 433929



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

CHARGING FOR EQUIPMENT, EDUCATIONAL VISITS AND ACTIVITIES

EDUCATIONAL VISITS & VISITORS

Although a charge will not be made for educational visits, we do ask for a voluntary contribution to help us to cover the costs.

We try to keep the cost of educational visits to a minimum but coach charges form a very large part of the cost. We always withhold the right to cancel a trip if contributions are not sufficient to make it viable.

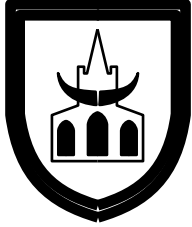
For these reasons we invite visitors into school at times rather than going out. Again, we ask for contributions to enable these activities to go ahead.

AFTER SCHOOL ACTIVITIES

We have a range of clubs which take place at lunchtime and after school. These are paid for by parents/carers where necessary. The charges are set for individual activities and some do not incur a charge.

LOST/DAMAGED BOOKS

Charges may be levied to cover the cost of books which are lost/damaged. This can apply to reading and library books. The money contributes to the cost of replacement.



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

Privacy notice for parents/carers – use of your child’s personal data

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

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

We, Langtons Infant School, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Steve Adams (see ‘Contact us’ below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

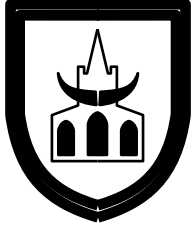
- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

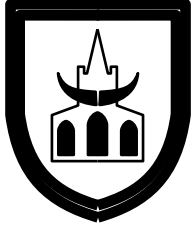
Our record retention schedule can be found on our website www.langtonsinfant.com under the 'Parents' & 'GDPR' & 'Retention Schedule' tab.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – for statutory data collections
- The pupil's family and representatives – to inform on progress
- Educators and examining bodies – to meet our legal obligations
- Our regulator, e.g. Ofsted – to meet our legal obligations



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government – to meet our legal obligations
- Our auditors – to meet our legal obligations
- Health authorities – to meet our legal obligations
- Health and social welfare organisations – to meet our legal obligations
- Professional advisers and consultants – to seek advice and guidance to support children in accessing the curriculum
- Police forces, courts, tribunals – to meet our legal obligations
- Professional bodies - to meet our legal obligations

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

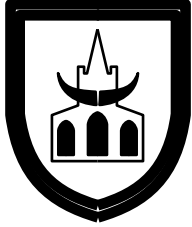
Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

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

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



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

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

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

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs. Middleton, Office Manager.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

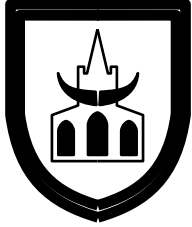
Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:



**LANGTONS INFANT SCHOOL
WESTLAND AVENUE, HORNCHURCH**

- Report a concern online 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 us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mr. Steve Adams, c/o Langtons Infant School, Westland Avenue, Hornchurch, Essex RM11 3SD

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.