

“Where Childhood Matters”

We would like to welcome you and your child to Nafferton Primary School.

It is our aim to develop a successful partnership with you so that your child is given every possible opportunity to succeed and excel. Nafferton School is a setting where children’s learning is valued and their knowledge, experience, creativity, self-expression, imagination and understanding can flourish. We provide a foundation for life in a happy, safe, high achieving school, where all individuals have high expectations of themselves, respect each other and strive to do their very best. We are a school which the whole school community are proud to belong to and be a part of – children, staff, parents and governors.

Nafferton provides a learning environment that is conducive to high standards of work and behaviour and where children can learn to be gradually independent and thrive. We deliver an exciting creative curriculum with a focus on achievement, while inspiring a love of learning and nurturing the whole child. Our aim is to inspire each child to develop a lifelong love of learning.

We hope you will find the information on our website helpful. However, it is impossible to convey the friendly, caring atmosphere of the school or the commitment and enthusiasm of the staff. The only way is to see for yourself.

Mr P Johnson
Headteacher

Nafferton Primary School
Westgate
Nafferton
Driffield YO25 4LJ

Telephone/Fax Number 01377 254307
E-Mail: naffertonprimary@eastriding.gov.uk
Website: www.naffertonprimaryschool.co.uk

All the staff here are very proud of the work that we do at Nafferton Primary School and send you a very warm welcome.

Head Teacher: Mr P Johnson

Teachers currently are:

Mrs A Bray	Deputy Headteacher
Miss T Guild	SENCO
Miss B Brown	
Mr A Saltonstall	
Mr D Meade	
Miss H Whelan	
Mrs R Rogerson	(part-time)
Mrs C Kernaghan	
Mrs K Sizer	
Mrs A Kitchen	(part time)
Miss Searby	

Teaching Assistants:

Mrs J Dodgeon
Mrs W Greenlaw
Mrs M Holman
Mrs R Kane
Miss L May
Mrs K Parsons
Mrs L Riby
Mrs A Stinson
Mrs J Young
Mrs Pierrepont
Mrs Caithness

Parent Support Advisor

Mrs L Riby

Administration Staff:

Mrs S Hammond – School Business Manager

Mrs H Marrison – Administration Officer

Lunchtime Staff

Mrs J Barron – Senior Midday Supervisor

Mrs W Greenlaw

Miss E Hanes

Mrs L Clarkson

Ms K Armitage

Miss V Cawkwell

Miss M Coutts

Mr R Hornshaw

Mrs C Sixsmith

Mrs H Stagg

Mrs J Murfin

Mrs K Ombler

Kitchen Staff:

Mrs K Blackburn - Cook

Mrs M Peat- Assistant Cook

Mrs J Barron

Mrs L Blackburn

Ms S Coutts

Caretaker & Cleaning Staff:

Mr N Fielder - Caretaker

Mrs H Stagg

Miss E Carr

Mrs J Gravil

Chair of Governors:	Mrs L Twinn	(LA Governor)
Governors	Mrs S Cooper	(Vice chair – Co-opted)
	Mr R Peyton	(Co-opted Governor)
	Mr S Lowthorpe	(Co-opted Governor)
	Mrs L Riby	(Co-opted Governor)
	Mr R Hornshaw	(Parent Governor)
	Mrs E Emms	(Parent Governor)
	Mrs L Curtis	(Parent Governor)
	Mr Richard Hornshaw	(Parent Governor)
	Mrs S Hammond	(Associate Non-Voting)
	Mr P Johnson	(Staff Voting Head)

Children spend their most formative years at school. Their needs are social, spiritual and emotional as well as academic. At Nafferton School we are committed to helping children make sense of their lives by discovering their own strengths, passions and sensibilities. Teaching and Learning is at the heart of this sentiment and as a school community we share the following:

Happy

Aspire

Respect

Value

Endeavour

Success

Together

SCHOOL AIMS AND THE CURRICULUM

Nafferton Primary School believes that each child is entitled to a broad and balanced curriculum within a caring, secure and stimulating high quality environment where every child has the opportunity to develop his or her full potential achieved through provision of a relevant and inspiring curriculum.

We believe school is a place where parents, governors and the local community are involved and where there is mutual respect between adult and child. We believe that it is vitally important that every child's work is valued and that there is a high expectation of what each child can achieve.

We aim to do this by:-

- having a clear direction and purpose, thus enabling pupils to achieve the highest possible standards and to make rapid progress in relation to their prior attainment.
- providing the pupils with teaching of high quality and a curriculum which meets the needs and requirements of the National Curriculum.
- promoting a love of learning.
- having high expectations in terms of behaviour.
- providing a rich environment in which each child can develop in confidence and self-esteem.
- developing an atmosphere which encourages children to care for each other and the environment.
- helping the pupils develop their spiritual, moral, social and cultural understanding in order to achieve good standards in all their relationships and to become responsible adults.
- creating a partnership with the home and the community.
- offering opportunities for children and staff to celebrate achievement.
- planning realistically and using the school's resources efficiently to ensure good value for money from the available fund.
- seeking always to improve.

Creative Curriculum.

The school adopts a cross curricular creative approach to learning. We believe that children learn best when thoroughly engaged in a well linked curriculum which gives them purpose and motivation.

To achieve this we organise learning into 6 distinct areas these are:-

- Communication language and literacy
- Mathematical development
- Physical development
- Creative development
- Personal, social and emotional
- Knowledge and understanding of the world

SCHOOL ROUTINE AND ORGANISATION

The school day begins for all children at 8.55 a.m. Please try to ensure that your child does not arrive at school before 8.45 a.m. as they are only supervised from that time.

	<u>KS1</u>	<u>KS2</u>
Morning school ends at	11.50 a.m.	12.00 noon
Afternoon school begins at	12.55 p.m.	1.05 p.m.

The afternoon session ends at 3.20 p.m. for KS1 and 3.25 p.m. for KS2.

School dates for the current academic year can be found at the end of this prospectus and on the web site. Please note that additional training days are planned at the school level and whilst they are reported to the Local Authority and available on their web site they can be hard to find. We always try to link our training days to the other schools in the Driffield cluster, but this is not always possible due to, for example, secondary school exam dates.

KS1 and Year 3 children must be brought and collected from school each day.

SCHOOL UNIFORM (Available from Drury Sports, Driffield)

We ask that the children are smartly and appropriately dressed for school each day.

There is a school uniform which receives full parental support. Main items are as follows:-

Boys and Girls Navy sweatshirt or cardigan with Nafferton Primary School logo embroidered.

Shirts may be long or short sleeved or polo tee shirts (with collar and buttons) in white or blue.

Boys Trousers should be smart, navy, black or grey. In summer smart navy or grey coloured shorts may be worn.

Girl's Skirt, pinafore dress or trousers in navy or grey. In summer, a blue and white dress in either check or stripe may be worn or the short sleeved shirt or T-shirt with their skirts.

Footwear Shoes should be black. In summer, sandals may be worn if they are secure and protect your child's feet in neutral colours with little decoration.

Games clothing is essential for the comfort and safety of the pupils. Please ensure that all clothing and footwear is clearly named to avoid confusion. Training shoes are not encouraged as standard school footwear. Long hair should be tied back.

P.E. CLOTHING LIST - ALL CHILDREN

Indoor Lessons

Plain white Tee-shirt

Navy or Black shorts (no cycling shorts)

Black or White plimsolls (no trainers)

Outdoor Lessons

When the weather is fine similar kit to that required for indoor lessons can be worn, but a separate set of clothing will be needed for lessons on the field.

Juniors

In cold weather a tracksuit, or jogging bottoms and a jumper may be worn. (No leggings). Tracksuits should be dark plain colours.

Footwear – ‘Old’ trainers will be needed every week. Many skills are practised. Football is only a small part, therefore football boots optional.

ADMISSION POLICY

The academic year begins on the 1st September and ends on the 31st August. An Early Admissions Policy operates at the school as a result of which children are admitted to school in the September of the academic year in which they become five years old.

The present admission limit for the Reception year group is 50 children. Further guidelines and criteria can be found by contacting the Area Education offices at Beverley.

All new starters receive invitations to visit the school through a series of introductory sessions and meetings. We are always happy to show Prospective parents who may wish to visit the school are always very welcome. An appointment may be arranged by telephoning the school.

ATTENDANCE STATISTICS

The attendance for the last academic school year was 95.8%.

Authorised Absence 3.4%

Unauthorised Absence 0.8%

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP POLICY

Whilst we are not affiliated to a particular religious denomination we follow the East Riding's agreed RE syllabus, welcome all religions and follow general Christian teachings. We can make arrangements to withdraw a child from religious worship and instruction if the parent so wishes.

There is a daily collective act of worship which is broadly Christian in character. The daily collective act of worship is organised for both separate and whole school groups and may be at any time of the school day. Prayers are said at the end of morning and afternoon sessions. At the start of the year it is explained what to do if children do not wish to take part.

SEX EDUCATION

At Nafferton School we do not include sex education as a separate subject in the secular curriculum. However, we do feel that schools have a responsibility to their pupils to offer at least some education about sexual matters.

Sex education is therefore seen as very much an integral part of our Health Education Policy. Care and sensitivity is needed in matching teaching to the maturity of the pupils involved. At the Primary level the teaching should aim to help pupils cope with the physical and emotional challenges of growing up and give them an elementary understanding of human reproduction.

SPECIAL EDUCATIONAL NEEDS

At Nafferton School we endeavour to ensure that every child has equal opportunity to participate in all aspects of school life irrespective of race, gender or special needs. We strive to ensure all children receive quality first teaching but sometimes children will need extra support, in certain areas of the curriculum, to achieve to their full potential. This can be for a variety of reasons; a physical disability, sight or hearing problems, social, emotional or behavioural problems or difficulties accessing the Maths or

English Curriculum. To ensure a child's individual needs are met we will often need to assess your child, sometime with the support of outside agencies, including the School Nurse, the Special Educational Needs Support Service (SENS), Speech & Language Therapist (SALT), Behavioural Support or an Educational Psychologist. We may also need to write a Passport to Success which will give your child specific targets that are appropriate for their individual learning style.

We believe that education is a partnership and we will keep you informed if we feel your child is having any problems. We will discuss any concerns we have with you and also the strategies we are using to overcome any barriers to learning. Also we may be able to offer you appropriate support, help and advice.

If you have any concerns please talk to your child's teacher or Miss Tracy Guild the schools Special Educational Needs Co-ordinator (SENCO).

The Governors designated to have oversight of this aspect of the school's work is Mrs S Cooper.

ARRANGEMENTS FOR DISABLED PUPILS

We work closely with the playgroups to ensure children with disabilities have a smooth transition into school.

We also receive advice and resources from the (ESPD) Educational Service for Physical Disability to ensure that children with disabilities needs are met. We have an accessibility plan for the school and are always keen to hear other peoples views.

PASTORAL CARE

Each class teacher is responsible for the children's welfare during the school day. If there are problems they are brought to the attention of the SENCO. A file is kept in school containing information about where parents may be contacted and if children are taken ill or have an accident parents are informed.

CHILD ABUSE

It may be helpful to parents to know that the Authority requires Head Teachers to report any obvious or suspected case of child abuse - which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This does mean that Head Teachers risk upsetting some parents by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for Head Teachers to carry out this delicate responsibility would accept that the Head Teacher was acting in what were believed to be the child's best interests. The Child Protection Policy is available from the school office and the web site.

SAFEGUARDING

At Nafferton Primary School we are committed to safeguarding and take the role of caring for children seriously. We ensure that everyone who works at the school has undertaken the appropriate training and that everyone who comes into regular contact with your child have had a Disclosure & Barring Service (DBS) check. In practice this will mean that when you visit the school can you please come to the main reception desk and the office will deal with your query. We are keen to be part of the community and have all ages of people working on a voluntary basis, so please if you would like to help we would love to have your assistance, but you would need to fill in a DBS form and we could not have you helping in school until the form had been processed and returned to us.

“At Nafferton Primary School, we recognise that your child is our responsibility and concern. We want to work in partnership with you, and discuss with you, any concerns we may have or that you may have. It is a priority to inform and involve you at every stage in your child's time at the school. Since the first priority is your child's welfare, there may be rare occasions when our concern about your child means that we have to consult other agencies even before we contact you. The ER Safeguarding Children Board has laid down the procedures we follow, and the school has adopted a Child Protection Policy in line with this for the safety of all.

If you wish to know more about our procedures or the policy, please speak to the Headteacher, your child's class teacher, or Mrs Twinn, who is the Governor with responsibility for Child Protection

DISCIPLINE

A disciplined background is necessary for order and learning. A sensible, kind and firm discipline will set the tone of the school. We believe in a positive approach to discipline in which teachers encourage children by example and approach, to develop values and establish a moral code. Whenever possible our approach will centre upon praise and encouragement. It is hoped that positive incentives will figure largely in helping pupils to maintain good standards of behaviour.

However there will be instances when it becomes necessary to apply sanctions to check misbehaviour. With a child who persistently misbehaves, parents will be informed and actively involved in discussion concerning the problem. After parental consultation it may be considered appropriate to approach outside agencies for their professional advice.

In extreme cases short term suspensions or exclusions may be enforced where necessary.

SCHOOL CODE OF CONDUCT

The aim is for self discipline based on the school's tradition of sensible and thoughtful behaviour. All families receive a copy of the Home School Agreement and an agreed system of rewards and sanctions operates for all pupils through a shared partnership between home and school.

Aims

Be polite and friendly

Be helpful and kind

Develop good work habits

Play carefully and sensibly in the playground

Look after each other and our school

Walk round all areas of the school in a quiet and sensible way

BULLYING

The school has guidelines which set out positive ways to deal with bullying, we encourage children to talk to an adult about any problems they may have and all reports of incidents of bullying are taken seriously. If you suspect that your child is a bully or the victim of bullying please let us know so that appropriate action can be taken. Similarly if we discover bullying in school the parents of all children concerned will be informed.

ATTENDANCE AND ABSENCES

In addition to recording attendance, regulations now require schools to distinguish between authorised and unauthorised absences. If your child is absent you must contact us as soon as possible on the first day of absence, contact us again if your child is still absent after 3 days. Registers close 10 minutes after the start of morning and afternoon sessions. At the end of each term attendance data will be produced, action will be taken as follows:

90-95 % - A letter will be sent home.

85-90 % - Contact made and an interview conducted.

Below 85 % - Referred to Education Welfare Service.

We are unable to sanction any holidays during term time unless there are “exceptional circumstances”. Details of the attendance and exceptional circumstances policies are available from the school office or on the school website.

MEDICINES

Our policy on Medicines has been written using guidance from the DFES notes “Managing Medicines in School” (updated August 2017).

- Parents/Carers have the prime responsibility for their child’s health and should provide the school with information about their child’s medical condition. This should be done upon admission or when their child first develops a medical need.

- Where a child has a long term medical need then a health plan will be drawn up with the Parents/Carers and Health Professionals.

Please try to avoid sending medicine to school. However, when this is unavoidable please can the following be observed:

- We can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. However, in exceptional circumstances this may be discussed with the Head Teacher who may need clarification from the family GP.
- If possible prescribed medicines should be given at home. e.g. if a medication is 3 times per day, this could be given before school, after school and at night time.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- All medicines must be taken to the school office for safe storage. A Parental Consent Form must be completed before the administration of any prescribed medication.
- Asthma sufferers: again inhalers should be clearly named and with instructions for use if appropriate. Medicines are kept in the Medical Room fridge or locked first aid cupboard except for inhalers that are kept either with or near children for ready access. There is a policy that can be downloaded from our school website.

SCHOOL MEALS

Foundation and Key Stage 1 pupils are entitled to a Universal Free School meal. Please can I urge you to start your child on school meals as soon as they start at the school as we find children are reluctant to try them if they have got into the routine of a packed lunch.

If you are paying for a school meal (KS2) by cheque please make payable to ERYC. If you think you may be entitled to free meal provision for your child, please call into school for the appropriate form, we are happy to help

if you are not sure. You can also ring the ERYC direct to find out if you are eligible for a free school meal on 01482 394799.

Packed lunches should be in a suitable container, clearly marked with your child's name; we are a "Healthy School" so please no sweets. Children are allowed a piece of fruit, vegetable, or healthy snack bar to eat during mid-morning break.

Free low fat milk is available to all children at lunchtimes.

FRUIT AND VEGETABLE SCHEME FOR KS1.

You may have heard about the Government's School Fruit and Vegetable Scheme. Under the scheme, each child aged four to six in Local Authority maintained schools is entitled to receive a free piece of fruit or vegetable each school day. The initiative behind the scheme is to encourage children to eat more fruit/vegetables and help towards their 5 a day, with the focus being on reducing obesity and reducing the risk of heart disease, stroke and some cancers. It is hoped that by educating the children of the benefits of healthy eating, they will continue to eat healthily in the future. The scheme is voluntary, and although there is no obligation for your child to take part, I hope you will share our belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

DRINKS BOTTLES

Please ensure your child has a drinks bottle with them daily, it is the child's responsibility to ensure these are filled each day with a fresh supply. Drinks bottles should not contain fresh juices or fizzy drinks but only water or a mild cordial. Also the bottles need to have a lid which does not need to be removed in order to drink from it, so that if a bottle is knocked over it causes minimal damage.

ALLERGIES

It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.

We do have some children in school with severe allergies. Please do not send any form of nuts including any sun cream based upon coconut oil.

JEWELLERY

It is the policy of Nafferton Primary School that for safety reasons the only acceptable items of pupils' jewellery are wrist watches and stud earrings. Special talismans for medical conditions are also acceptable. Children will not be allowed to wear other items of jewellery; these will be removed and returned to the child to be taken home at the end of the school day.

As jewellery worn during PE/Games poses a potential risk of injury, children must remove their watches and either remove stud earrings or tape them over with a non-allergic micro-pore tape which will be provided by the school. If children are unable to either remove or tape their own jewellery then it must not be worn to school on PE/Games days (parents will be informed of these days at the start of each school year).

For health and safety reasons, if children do wear jewellery which they are unable to remove or tape themselves, they will not be allowed to participate in their PE/Games lesson and a letter will be sent home advising parents accordingly.

The school will at no time be responsible for damage to, loss of, or injury caused by jewellery (including watches and stud earrings). Therefore, parents allowing children to bring jewellery into school do so at their own risk.

OTHER VALUABLES

Whilst we understand that a child may need a mobile phone after school they should be switched off and handed in at the start of the day.

MP3/Nintendo DSi etc should not be brought to school, if they are required at "Kids Club" at the end of the day they should be handed in to the club in the morning so that they can store them safely. Again the school will at no time be responsible for damage, or loss, therefore parents allowing children to bring valuables into school do so at their own risk.

Footballs

We provide plastic footballs at our discretion during the academic year when the children are on the field.

Photography

This is always something of a controversial area, whilst we completely understand why you would want to photograph your child during school activities, we have to be sure that rules to ensure the safety of all the children in our care are followed. On admission you will be asked to sign the following:-

I understand that on sports days and at productions - for example the Christmas Nativity I can take pictures of my child's performance. These pictures will be for my personal album and not published. If I help on school trips I understand that in the interest of safeguarding I will not be able to take photographs.

You will also be asked to sign to give permission for photographs to be taken and used by the school. We are trying to strike a balance between allowing you to photograph your child and the safety of all our children. More detail on this is available in our E-safety policy, or ask at the office.

EDUCATIONAL VISITS

Educational visits are an important part of the life of our school. They are arranged in conjunction with topic work and are an important way in which work can be made meaningful and interesting for the children.

We usually fund our visits by asking for voluntary contributions from parents.

We ask for your support in helping to fund school visits, annually we spend approx £6500.00 on visits and rely on voluntary contributions to make up the shortfall.

SPORTING AIMS AND ACTIVITIES

Physical Education at Nafferton School aims to develop control, co-ordination and mastery of the body. It is possible to gain knowledge of physical activities in a theoretical sense but skills can only be acquired by personal experience of movement. Such experience which requires thought as well as effort, leads to improvement of performance, personal achievement, understanding and increased knowledge. Satisfaction and enjoyment arise from working with a sense of purpose and practicing hard enough and long enough to overcome the challenges presented by the practical work.

We also value the contribution which P.E. and exercise can make towards the health, well-being and lifestyle of the children and it is part of our commitment to being a healthy school.

EXTRA CURRICULAR SOCIETIES AND ACTIVITIES

In the school many of the staff have special abilities or interests which they are prepared to share with the children. Clubs include art, dance, football, netball, hockey, IT, gardening and various music groups, which include a school choir, Steel Pans Band and orchestra.

Other clubs which the children can attend for a small charge include ballet and various Youth Group activities.

An independent 'Before and After School' Club is run on the school site. The club is open on school days from 7.30 a.m. each morning and until 6.00p.m. on an evening.

LINKS WITH THE COMMUNITY

We have very strong links with the community. The school is the focal point of many village activities. Many groups meet at the school including the Beavers, Cubs, Scouts and Brownies. We are very grateful to all the

parents and friends who give us valuable support in the classroom, with reading and on school visits.

KEEP IN TOUCH

The best system is the informal word with the class teacher, or head teacher at the start or end of the day, however they could be busy preparing for the day so please phone, or send a letter first. If more time is needed please make an appointment.

We have a settling in parents evening in the autumn term with the discussion centred around how your child has settled into their class and to discuss any issues either you, or the class teacher, have at that early stage. This is followed by another meeting in the spring term, about half way through the year where the focus is on how your child is doing in the class. In the summer after you have received your child's report there is an open afternoon in which you can discuss any concerns raised from the report and celebrate your child's work for the year.

Every term we send out a curriculum newsletter that covers the work that the children will be doing in class and key dates. This is followed by more detailed letters as event occur.

Communication

Our website address - www.naffertonprimaryschool.co.uk. This is kept up to date with newsletters, notices of events, important dates etc.

We also have a text messaging service that we use for emergency information for example if trips are late back, or if it is snowy weather; so please ensure the office has your up to date mobile number.

Severe weather

In the event of severe weather we make an announcement on Radio Humberside, send a text message and put a sign on the school gate.

School Holidays

School Holiday dates are also on our school website www.naffertonprimaryschool.co.uk , this is also linked to the East Riding of Yorkshire Council website, which shows all holiday dates allocated to individual schools.

THE GOVERNORS POLICY ON COMPLAINTS PROCEDURE

If you are unhappy about any aspect of your child's education or experience at school you should make an appointment to see the class teacher we would hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further you should make an appointment to see the Headteacher.

If after discussion with the Headteacher the matter remains unresolved you should tell the Headteacher that you wish to make a formal complaint.

The Headteacher will give you the name and address of the Clerk to the Governors of the school and the name of the person to write to in the Education Department.

You will be asked to make your complaint in writing. It will then be for the County Council or the Governors to decide whether the complaint is justified, and what should be done about it.

If you are still not satisfied when you are told of their decision you may complain to the Secretary of State for Education and Employment.

HEADLICE

Problems with head lice occur quite easily, however clean the hair may be. They can be caught quite simply by coming into contact with someone who is already infected. If you find any evidence of head lice, it is important to get treatment as soon as possible, not only for the person infected but for the whole family. Try not to be embarrassed about the situation (it really can happen to anyone) and let any other contacts know too, such as your children's friends so that they can also be checked and treated. It would also be useful if you let the class teacher know.

If you find head lice/eggs in your children's hair do please try to completely clear the problem; as a last resort you may have to absence your child for a day or two to eradicate the problem.

Tips For Good Grooming And The Control Of Headlice

- **Wash Hair With Normal Shampoo & Rinse**
- **Using Ordinary Conditioner, Condition Hair. This Makes The Hair Too Slippery For The Lice To Hold On.**
- **With Conditioner Still On The Hair, Comb With A Fine (Plastic) Tooth Comb.**
- **Rinse As Usual.**
- **If Lice Are Present They Will Be Combed Out.**
- **If No Lice Are Present Repeat Procedure Weekly.**
- **If Lice Are Present Repeat Procedure Every 3 Days Until All Lice Are Combed Out – At Least 3 Treatments.**

The human head can only accommodate about 12 lice at any one time. Lice cannot breed until they are mature. This takes 7 – 10 days. The incubation period for lice eggs is 7 – 10 days. Therefore by using this method lice will be eradicated without using pesticides or risk of infecting others.



**This is Nafferton Primary School's Publication Scheme
on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

The classes of information which we publish or intend to publish;

The manner in which the information will be published; and

Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

2. Aims and Objectives

The school aims to provide the highest possible quality of education. We aim to develop the whole child within a safe, caring, family atmosphere **and this publication scheme is a means of showing how we are pursuing these aims.**

3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published in Governors minutes and in other governing body documents.

Curriculum Policies – information about policies that relate to the school curriculum

School Policies and other information related to the school - information about policies that relate to the school in general.

4. How to request information

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: nafferton.primary@eastriding.gov.uk

Tel: **01377 254307**

Fax: **01377 254307**

Contact Address: **Westgate, Nafferton, Driffield, East Riding of Yorkshire, YO25 4LJ**

To help us process your request quickly, please clearly mark any correspondence "**PUBLICATION SCHEME REQUEST**" (in CAPITALS please)

If the information you're looking for isn't available via the scheme, you can still contact the school to ask if we have it.

5. Paying for information

Single copies of information covered by this publication are provided at a cost based on the cost of a copying per A4 side. (30p per copy) All charges will be fair and reasonable.

6. Classes of Information Currently Published

School Prospectus – this section sets out information published in the school prospectus.

Class	Description
School Prospectus & Website	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"> the name, address and telephone number of the school, and the type of school the names of the head teacher and chair of governors information on the school policy on admissions a statement of the school's ethos and values details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils information about the school's policy on providing for pupils with special educational needs number of pupils on roll and rates of pupils' authorised and unauthorised absences National Curriculum assessment results for appropriate Key Stages, with national summary figures

Governors' minutes and other information relating to the governing body– this section sets out information published in the Governors' Annual Report and in other governing body documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of anybody entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect

Minutes ¹ of meeting of the governing body and its committees	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year](inspection copies)</i>
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Curriculum Policies – Nafferton Primary School has a Teaching & Learning Policy, Early Years Foundation Stage Policy, SEND & Marking Policy.

School Policies and other information related to the school - This section lists policies that relate to the school in general, including safeguarding. The list is not exhaustive and other school-related policies may exist and be available to view.

Admissions and appeals	School Improvement Plan	Complaints Procedure
Educational Visits	Charging and remissions	Pay
Attendance	Behaviour Policy	Managing Attendance at Work
Performance Management/Appraisal	Child Protection & Safeguarding	Single Equality Plan
Accessibility Plan	Health and Safety Policy and Guidelines	Vision and Values documentation
Published reports of Ofsted referring expressly to the school	Post-Ofsted inspection action plan	School session times and term dates
Risk Assessment	Marking and Feedback	Looked-After Children

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Headteacher.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be

addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk



Nafferton Primary School

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical Information
- Assessment data
- Special Educational needs information including behavioural information
- Exclusions information
- Photo permission

Why we collect and use this information

We use the pupil data:

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

The lawful basis on which we use this information

We collect and use pupil information under:

Article 6

GDPR

"Lawfulness of processing"

Section 1

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

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Article 9

GDPR

"Processing of special categories of personal data"

Section 2

Paragraph 1 shall not apply if one of the following applies:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
- (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical,

religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

(e) processing relates to personal data which are manifestly made public by the data subject;

(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

(g) processing is necessary for reasons of substantial public interest, on the basis of 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;

(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

(i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

(j) 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.

Collecting pupil information

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

Storing pupil data

We hold pupil data for a set period of time – refer to retention schedule – available upon request.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurse

- NHS
- FLiC
- IT provider

Why we share pupil information

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

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

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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

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 Data Protection Officer via the school office for documentation.

You also have the right to:

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

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