

# Welcome to Orchard Church of England Primary School



Foundation Stage Two (FS2)

We are 'The Twiglets'

When your child starts at Orchard they will be taught by



**Mrs Perrett**

Foundation Stage Teacher



**Mrs Gilbert**

Qualified Nursery Nurse  
Higher Level Teaching Assistant

We also have some parents who help out in the classroom.  
DBS checks are carried out for all eligible adults in the area.

## **All About Our Classroom**

Our classroom is set up so that children can experience all the areas of learning. Throughout the day the children have free access to art and design materials, construction equipment, maths equipment, the role play area, computers, the writing desk, small world toys, books, ride on toys, water and sand. We encourage them to invent, explore and investigate. We want them to have lively enquiring minds. We are continuing to develop our outside area, which we view as part of our classroom, to make it a more stimulating learning space.



We allow the children outside in most weathers and encourage digging, den building and investigating puddles and fallen leaves. Sometimes explorations can be quite messy, however, we feel they have the potential to provide inspirational learning opportunities. We hope that you will support us with your understanding if your child ends the day with a muddy coat or a painted sleeve. You are welcome to provide a waterproof playsuit if you wish to, so clothing is more fully protected. We have wellies in school for the children to use but you are welcome to provide your own.

There is a fruit and water bar which the children have access to all morning. They can choose to stop for a drink and a snack when they feel hungry.

**Our Curriculum** - We follow the Early Years Curriculum which covers:

- Communication and language
- Physical development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We do this by introducing a range of topics which we decide upon based on your children's interests. We use the information you provide, as well as our own observations to decide which topic we will move onto next. Some of the activities we plan are adult directed and called 'jobs', others are child initiated as pupils flow freely, making choices about what they want to do. We always have an adult 'ELFING' (ELF – Early Learning Facilitator) which means they are available to observe and extend child initiated play. We also run a very structured phonics programme (there is a further meeting about this on Wednesday 12<sup>th</sup> September 2018).

## **A Typical Day**

We use a visual timetable which sets out activities for the morning and afternoon each day. Every day is slightly different, below is an outline only.

8:40am	Doors open (parents welcome to come in)
8:50am	Doors close and Registration
9:00am	Assembly
9:20am	Phonics then free flow activities
10:30am	Playtime
10:45am	Maths then free flow activities
11:50 am	Tidy up time and hands washed for lunch
12:00 am	Lunch and Playtime
1:00pm	Registration
1:10pm	Topic (all areas of the FS2 curriculum)
2:30pm	Play time
2:45pm	Music and milk
2:55pm	Story time
3:15pm	Home time

Children may go to the toilet at any time during the day and we encourage them to go before lunchtime and PE.

**Playtime** 10:30am – 10:45am & 2:30pm – 2:45pm

- Year 6 Super leaders sometimes come to the KS1 playground to teach children to play active games in small groups.
- Children are allowed on the adventure playground on a rota system. There is also a wide variety of small play equipment such as skipping ropes, balls, bean bags, and space hoppers. In dry weather the children can use the field.
- Two members of staff are on playground duty and any casualties are dealt with promptly in the Year 1/2 and FS2 area by another member staff. If your child has a bumped head we will inform you by letter at the end of the day. If they are hurt, upset or we have any concerns we will ring you. Qualified First Aiders are on site.

**Lunchtime** 12:00pm – 1:00pm

Children in FS2 eat at 12:00pm whether they have a packed lunch or a cooked meal. Two year 6 children sit at each table to assist the children with cutting up food or opening packets. Dinner supervisors serve the meals and the lunchtime supervisors help at the tables. All children in FS2 and years 1 and 2 are entitled to free school meals everyday if they want them. However, pupils are still allowed to bring a packed lunch if they wish to. We have a 'Healthy school' policy and we hope parents will support this; sweets, chocolate and fizzy drinks are not allowed. Please note that **nuts are not allowed** due to child allergies. If your child has food allergies and you wish him/her to have a school lunch, you will need to complete a Special Dietary Needs form available from Mrs Heathcote.

We have lunchtime supervisors in the hall during the lunch period to help and supervise the children and meals are served by dinner supervisors provided by Food Support Service.

At 12:30pm the children are taken back to the classroom by our Year 6 helpers who will make sure they are suitably clothed for outdoor play and have put their lunchboxes away. They will then escort the children to the playground where they will be in the care of lunchtime supervisors. Sometimes trained Year 6 Super leaders will play games with some children again during the lunch time.

### **Milk**

School milk is free for all under-fives and is subsidised for children aged five or older. The school will register your child for their free school milk on your behalf by providing Cool Milk - the company who manage the school's milk supply - with your child's name, date of birth and your contact details. Shortly before your child turns five Cool Milk will contact you directly to find out if you wish to pay a subsidised rate for your child to continue receiving milk.

All information handled by the Cool Milk group is processed in accordance with the General Data Protection Regulation. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties, other than government agencies for audit purposes, without your permission.

### **Home Time** 3:15pm

The teacher will open the door and call the child out to their parent for individual collection. Please let us know if someone else is collecting your child. We are only permitted to allow your child to go with anyone other than their parent if you have given us permission.

### **School Uniform**

School uniform for girls is:

- grey pinafore/skirt, or grey trousers with white blouse/polo shirt and a navy blue Orchard sweatshirt/cardigan. Blue gingham dresses are also acceptable in the summer, as are grey shorts/culottes. Girls should wear plain tights or socks in school colours, with plain black shoes/plain black trainers and have their hair tied back.

For boys the uniform is:

- grey trousers with white shirts/polo shirts and a navy blue Orchard sweatshirt/cardigan. Boys should wear plain grey/black socks with plain black shoes/plain black trainers.

We discourage all children from wearing any jewellery in school for health and safety reasons and all jewellery **must be removed** for P.E. sessions. The school does not accept any responsibility for lost or damaged items.

Orchard sweatshirts/cardigans, polo shirts and P.E. t-shirts are available to buy from our online shop on PMX under +Pay. If you would like to see the different sizes beforehand please go to the main office.

Children's hair should be tied back at all times. (This helps prevent the spread of head lice).

### **P.E kit**

P.E. kit consists of white t-shirt, navy shorts and black plimsolls. Orchard t-shirts are available to buy from the school office. Please make sure PE kit is in school every day.



**Please label all items of clothing;** it is very hard for staff to keep track of 30 sweatshirts, all size 24 or 26, or 30 pairs of plimsolls. Thank you.

If you have any problems buying school uniform, please speak to the teachers at induction. Orders for uniform placed by 10<sup>th</sup> July will be ready for collection from 30<sup>th</sup> August.

### **Working Together**

We believe that, to enable to help your child receive the best education possible and settle happily into school life, we should work in partnership. You know your child best and we value the insight your comments can give to us. We like to make sure small concerns don't become major problems and encourage you to talk to us about any worries; we also want to share any 'wow moments'. We try to find ways to keep you informed about what your child is doing at school as we appreciate the answer to 'What have you done today?' (when a child is tired) might just be 'nothing!'.

We try to be as accessible as possible and there are many lines of communication that we use.

### **At The Door** 8:40am – 8:50am

Doors open, parents are welcome to settle children in and discuss minor issues, e.g., collection arrangements or to make an appointment to speak to a teacher later.

### **Green Home/School Books**

These are 'everything in' books. We use them for giving information about the week, as a reading record, and as a way of giving non urgent messages. It is helpful if you check these books daily. Staff will look at them at least three times a week (on the two days books are changed and on a Friday).

### **Telephone**

If your child is ill or we need to speak to your urgently we will telephone you. Please make sure that your contact numbers are up to date at all times, Mrs Heathcote in the office will happily help with this.

### **Parents Evenings/Reports**

A few weeks after your child starts school there will be an opportunity to talk to the teachers about how your child has settled in. You will be able to look through your child's work with them and also make comments in their 'Learning Journey' folders. There will be another parents' evening in the Spring term and you will receive a report on your child's first year in school in the first week of July. You are also free to make an appointment to see us about your child's progress at any time if you feel that you need to.

### **Learning Journey Folders**

These are a record of progress and contain the details of the developmental steps that your child has achieved. The Twiglets staff will add photos of your child at work and you are able to send in your own photos and notes about weekend visits, holidays, trips, and family occasions to be added to them if you wish. These records of your child's first year at school will be seen by their Year 1 teacher and then you may keep them (Similar to the ones you had at Nursery or Pre-school). We encourage parents to fill in 'wow moments' and send them into school. You will receive blank ones of these when your children start school and are always welcome to ask for more. Learning journeys can be signed out overnight (to be shared at home) at any time. The classroom is always open on a Thursday after school so parents/carers can come in and look at children's work.

Please log on to our website for further information.

[www.orchardcofe.leics.sch.uk](http://www.orchardcofe.leics.sch.uk)

### **Notices on the doors and windows and whiteboard**

We do use our windows and doors to display notices.

### **PMX/Letters/+Pay**

We use PMX to communicate with parents about school/local community events, activities, and other important information including emergency school closures, club cancellations etc. We also have an on-line payment system (+Pay) for parents to pay for school uniform, trips, school dinners (Year 3 onwards) etc. It is expected that all parents will sign up to PMX so that information and payments can be sent electronically. Please see separate letter regarding +Pay.

### **Trips**

We feel that trips out make your child's learning experiences more exciting and memorable. We aim to go on two or three trips a year that are linked to the work we are doing in school. Topics, and therefore visits, are chosen by watching and finding out what your children are interested in. Consequently, we are unable to plan visits too far in advance. We try and keep the cost of each trip under £15 where possible. If we receive insufficient voluntary contributions towards the cost of the visits, there is a strong possibility that these will then not go ahead. Any parents unable to make a voluntary contribution due to financial difficulties, or who are in receipt of benefits, should speak to the head teacher in confidence about support.

### **Frequently asked questions**

#### **What do I do if my child is late?**

At 8:50am doors close for registration. If you arrive after this time you must enter the school via the main reception and sign your child in to ensure they are registered.

#### **What do I do if my child is ill?**

If your child is ill and unable to attend school please ring 01455 283247 before 9:00am to let the teacher know.

#### **What do I do if my child needs medicine but is well enough for school?**

On-going medication e.g., antibiotics prescribed by a doctor, can be given by parents during the school day. Please make an arrangement with the class teacher.

### **Does the school authorise term time holiday?**

Following a change in the law, schools are no longer allowed to authorise holiday during term time. Any holiday taken during term time will be marked as unauthorised absence and may lead to a Penalty Notice being issued. If you choose to take your child on holiday you **must inform the school in writing before you go**. A list of dates for when the school is closed is included in your pack. Leave of absence due to 'exceptional circumstances' should be requested using the 'Leave of Absence Form' available from the school office. (Please see our Attendance Policy on the school website for full details regarding school absences or request a copy from the school office).

### **What if my child is ill or has an accident at school?**

#### **Toilet Training/Sickness**

Sometimes there may be 'accidents' at school, especially when children are new to the class. Please be assured that we will care for your child and provide a change of clothes. If your child is inconsolably upset or ill, we will call you and you will be asked to collect him/her from school as soon as possible. This also applies if children are sick or have diarrhoea. Please note that if your child has sickness or diarrhoea they should stay at home for 48 hours from the last time they were unwell, in case of passing on the infection. We ask for your co-operation in this matter to keep us all as healthy as possible!

#### **Asthma/Allergies/ Health problems**

We should have received any health information about your child when you completed your admission form. Please ensure these details are kept up-to-date by contacting the school office or class teacher. If your child requires an Inhaler/epipen or is on permanent medication which has to be administered in school, a medical consent form must be completed before this can be done – please speak to Mrs Heathcote about this. If your child seems to have an allergic reaction to anything at the school, the teacher will ring.

#### **Accidents that require first aid**

If your child is hurt, upset or we have any concerns we will ring you. All incidents and action taken are recorded. We have a team of Qualified First Aiders with up to date training in school. Mrs Gilbert is the qualified first aider in our classroom.

#### **What can my child bring to school?**

In the first few weeks a comfort toy from home may help your child to settle in more quickly. Children are sometimes asked to bring in items for 'Show and Tell' type activities (messages about this will be in their home / school books). All equipment is provided; children in the EYFS are not allowed to bring pens and pencil cases to school. Jewellery is not allowed except for small stud earrings.

#### **What if I have any other questions?**

Please feel free to contact the school on 01455 283247, any day before July 13<sup>th</sup>. You will also have the opportunity to raise any questions during your home visit at the end of August. We encourage you to take advantage of this time.

#### **Annual Information and Consent Form for Parents**

Please read the following information and complete and return the consent form at the back of the booklet by 10<sup>th</sup> July 2018.

## **Permission for photos, videos, off-site visits and use of websites for homework**

During the academic year we as a school may take individual/group photos or video recordings of your child in school activities i.e. performances, assemblies, sporting events etc. These may be shared in our newsletters, displays, school website or in other printed or on-line publications.

The school is also frequently visited by the media who take photos/ film footage of performances, sports teams, new starters and special events for publication on their website or newspaper.

As part of their on-going training and courses, staff may also take photos.

For legal reasons we are required to request permission for your child/children to be photographed / videoed or named in photographs. Please see the attached consent form.

Also from time to time, as part of the curriculum, it is necessary to take the children off site and again we require your permission to do so.

Finally, as part of the curriculum and homework tasks, sometimes the children may be asked to visit websites. Although websites will have been checked by staff for appropriate content, Orchard C of E Primary is not responsible for the content on any external websites or links.

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## **HOME/SCHOOL AGREEMENT**

**Parents/Carers.** I/We shall try to:

- Make sure our child attends school every day and let the school know before 9am if he/she is ill
- Make sure that our child is ready for register at 8.50am, properly equipped and wearing the correct school uniform
- Support the school's expectations for behaviour
- Support our child in any work sent home and other home learning opportunities
- Make the school aware of any concerns or problems which might affect our child's work or behaviour at the earliest opportunity
- Attend parents evenings and discussions about our child's progress

**The School** Orchard C of E Primary School will try to:

- Encourage children to believe in themselves, feel valued and achieve their full potential
- Provide rich learning opportunities, high expectations and challenge
- Provide a safe and supportive learning environment
- Support your child's social and emotional development so he/she can achieve high standards of behaviour
- Keep you informed about your child's progress and general school matters
- Be open and welcoming at all times and offer opportunities for you to become involved in the general life of the school

**The pupil** I will:

- Come to school on time every day with all the equipment I need
- Behave sensibly, be polite, treat everyone with respect and follow our school rules
- Work hard in class, do my best and allow others to do the same
- Complete my homework and return it on time
- Share and talk about any problems I have, asking for help and accepting it when I need it
- Take care of equipment, our building and the school environment
- Pass on information and letters to my parents

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## Use of Internet and e-mail in school

As part of their work in Information Communication Technology (ICT) and other subjects, we offer the children supervised access to the Internet and **internal** e-mail in school. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers throughout each year.

Your child will have access to an internal e-mail account. They will be taught how to use it responsibly. The school will take any allegations of bullying by e-mail very seriously. Any incidents will be dealt with in accordance with the schools Anti-bullying Policy (please see our website).

Orchard C of E Primary School is providing supervised access to the internet and our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. You may find it useful to visit the following website for further information.

<https://www.thinkuknow.co.uk/>

Before we allow children to use the Internet or e-mail at school, we must obtain parental permission. Please read the attached rules for the ICT Acceptable Use Policy carefully and then sign the attached consent form.

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## ICT Acceptable Use Policy

Orchard C of E Primary School recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies.

Listed below are the terms of this agreement. All pupils at Orchard C of E Primary School are expected to use the ICT facilities in accordance with these terms. **Please read this document carefully.** It is important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

### **1. Equipment**

#### **1.1 Care of the equipment**

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

## 1.2 Printers

Printers are provided across Orchard C of E Primary School for use by pupils. It is important that children learn to press the print key once and be patient.

## 2. Internet and Email

### 2.1 Content Filtering and use of the Internet

The School makes use of the filtering services provided by KCOM which seeks to provide internet use that is safe and for educational purposes only and is designed to remove controversial, offensive or illegal material that would cause your child to be upset.

### 2.3 Email

As part of your child's work in Information Technology and other subjects, we offer supervised access to the Internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers

It is important in all emails to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Use appropriate language**

## 3.0 Privacy and Data Protection

### 3.1 Passwords

Children will be given simple and an easy to remember password which they will learn to use

## 4.0 Mobile technologies

For reasons of safety and security your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

## 5.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the schools ICT system is at your own risk. Orchard C of E Primary School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

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## **Responsible Use of Internet**

- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will only e-mail people I know, or my teacher has approved.
- Any messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat except if it is a discussion room that has been set up by my teacher.
- Any work I display will be work that I know I would want my family and friends to see.
- If I see anything that I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer system, including the monitoring of websites, the interception of E mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or maybe taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

**By signing the attached consent form I am confirming that I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems including the internet and they understand their responsibilities and agree to follow these rules.**

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### **Draft - Privacy Notice for Parents/Carers**

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, Orchard C of E Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is: Michelle Goulding based at Orchard C of E Primary – 01455 283247 – [dpo@orchardcofe.leics.sch.uk](mailto:dpo@orchardcofe.leics.sch.uk)

### **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
- 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
- Exclusion information

We may also hold data about pupils that we have received from other organisations, these may include, but not limited to, 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
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To promote the school

### **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 will make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying with our request.

### **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 retention policy sets out how long we keep information about pupils.

## 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, attendance, fines, exclusions
- The Department for Education- to meet our legal obligations to share information in relation to pupils attainment and progress
- Our regulator- OFSTED- to meet our legal obligation to share information in relation to attainment, progress, attendance, exclusions and safeguarding.
- The pupil's family and representatives- to meet our public task to keep parents/carers informed about all aspects of a pupil's attainment and wellbeing
- Educators and examining bodies- to meet our public task to pass on data for transitional purposes when a child moves to a new educational setting
- Health and social welfare organisations- to meet public task, our legal obligation or vital interests of a pupil/family in relation to a health or safeguarding concern.
- Professional advisers and consultants- to meet our public task in supporting the academic or social and emotional needs of a pupil.
- Police forces, courts, tribunals- to meet our public task, legal obligation or the vital interests of a pupil or family.
- Teachers and staff within the school- to carry out their public tasks within school.
- Governors to carry out our public task. Whilst we share data regarding exclusions, attendance and results, on the whole this is all anonymised.

## Nation 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.

## 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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them. 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 shared with, 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 school office.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mandy Fieldsend - the headteacher

### 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 to you
- 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 in writing.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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 headteacher: Mandy Fieldsend

This notice is based on the Department for Education's model privacy notice for the pupils, amended to reflect the way we use data in this school.

## CONSENT FORM

Please complete and return to school by 10<sup>th</sup> July 2018. Sign in the boxes to show that you agree or put a cross through the box to disagree.

Name of Child:.....

Name of Parent/Carer:.....  
(with legal responsibility for the child)

Subject	Signed by the person with legal responsibility for the pupil	Pupil Signature (KS2 Pupils only)
I give permission for my child to be taken off site, as required, as part of the curriculum	<input type="checkbox"/>	
I have read and agree to the ICT Acceptable Use Policy	<input type="checkbox"/>	
<p>To comply with the General Data Protection Regulation we need your permission before we can photograph or make any recordings of your child.</p> <p>To be completed by the person with legal responsibility for the pupil.</p>		
<p>In the Autumn term each year individual photos are taken of pupils by a professional photographer, Wrates. From this, proofs are sent home with children for you to place an order. The school retains a copy of the image for its records, which are kept confidential for use by staff.</p> <p><b>I agree to the photo being used for school records.</b></p>	YES / NO	
<p>In the Spring term each year a group photo of Foundation Stage 2 and Year 6 children is taken by a professional photographer, Wrates. Again proofs are sent home with children for you to place an order. The school uses these photos for display within the school.</p> <p><b>I agree to the photo being displayed by/used for school records.</b></p>	YES/NO	
<p>The school may be visited by the media who will take photos or film footage, e.g. of performances, sports teams or fundraising events. Pupils often appear in these images, which may appear on their website or in their newspapers.</p> <p><b>I agree to a photo in the media and /or my child's name appearing.</b></p>	YES / NO	
<p>We may take photos or videos of the pupils at school or on trips. We use these images in our newsletter, displays on notice boards, or in other printed publications that we produce as well as our website.</p> <p><b>I agree to a photo appearing in Orchard publications, an image being recorded on video or a photo appearing on the school website.</b></p>	YES / NO	
<p>Staff may also take photos of the pupils as part of their on-going training and courses. The photos will be used solely for this purpose only.</p> <p><b>I agree to staff using photos for the purpose of training and courses.</b></p>	YES / NO	
<p>We understand that your child may be collected by different people at certain times. Please provide us with the names and relationship of the person(s) allowed to collect your child.</p> <p><b>I give permission for the following people to collect my child:</b></p>	<p><b>Name:</b> <b>Relationship:</b> <b>Name:</b> <b>Relationship:</b> <b>Name:</b> <b>Relationship:</b></p>	