### Anson CE Primary School Prospectus



###  *Education built on a Christian foundation*

###  *a family, a school, a community*

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*Part of The Staffordshire Schools Multi Academy Trust*

*Anson CE Primary School, Main Road, Great Haywood, Stafford. ST18 0SU*

*Telephone: 01889 881200*

*email:* *anson.office@tssmat.staffs.sch.uk*

 *website: www.anson.staffs.sch.uk*



A ***family*** founded in love and friendship, working and worshipping together;

A ***school*** developing all learners to fulfil their potential as a unique child of God;

A ***community*** working with and respecting others to create a better world.

##### STAFF – September 2021

Teaching Staff Miss. N Jarrett (Headteacher)

 Miss R Heath / Miss J Lukat (Class 1)

 Mrs K Hodgkinson (Class 2)

 Miss G Humphries (Class 3) - SENCo

 Miss H Spennewyn (Class 4)

School Office Manager Mrs J. Fenton

School Office Support Mrs H. Vines

Classroom Learning Assistants

 Mrs L. Grant with Class 1

 Miss C. Sumner with Class 2

 Miss K. Vivash with Class 3

 Mrs S. Chell with Class 4

 Miss O. Roper / Miss S Hopkirk with Class 4

Cook Mrs S. Gill

Assistant Cooks Mrs J. Buckley / Mrs. J Scattergood

Supervisor Mrs S. Petillo

Caretaker Mr T. Harris

**School Aims and Objectives**

Everyone at Anson believes that education involves more than just delivering the National Curriculum. We aim to equip our pupils with the skills and attitudes they need to become confident, independent and successful learners, based on our Christian values as a Church of England school, so that they achieve their true potential as a unique child of God.

The school has high expectations of all pupils regardless of ability and gender. We aim to instil our pupils with a sense of their collective responsibility to their peer group, the school and their community as a whole. We place a great emphasis on the personal, social, spiritual and health education of our pupils. The school aims to enable everyone to become a responsible, happy and tolerant citizen in order to prepare them for the opportunities, responsibilities and experiences of life in our rapidly changing society.

Pupils will learn how to work with others and by themselves. They will be taught to identify their own progress and take responsibility for their learning demonstrating resilience and perseverance.

**Our School Curriculum**

Our school curriculum provides high quality teaching of the National Framework. It is designed to provide pupils with interpersonal and social skills necessary for a rounded education and to become ‘high school ready’.

**Self**

1. To develop a sense of spirituality based on the Gospel values of love, forgiveness, caring, faithfulness, integrity, justice and honesty
2. To develop knowledge, self-esteem and confidence in order to grow into healthy, productive adults
3. To instil a love of learning, friendship, family and community
4. To manage risk and disappointment as opportunities to learn

**Others**

1. To develop communication and teamwork skills
2. To increase global awareness and responsibilities
3. To value and build relationships with people of all cultures
4. To manage conflict and acknowledge different viewpoints

**Learning**

1. To reflect on and build learning power to improve our basic literacy and numerical skills
2. To develop the use of ICT to enhance learning
3. To participate in a range of Arts in order to gain a rich cultural experience
4. To appreciate the value of sport in developing teamwork, managing success and disappointment

**Admissions**

We welcome new children and their families to Anson. We will endeavour to accommodate new admissions and help children settle into school. We only have one admission for Reception children in September. Introductory visits for new parents and their children are arranged in the summer term before the pupils’ September admission. During this time, they are given pre-school packs which contain many activities of interest to them. We aim to make the transition to school life as smooth as possible.

Each child will be admitted to the class appropriate to his/her chronological age.

Our planned admission number (PAN) is 15 pupils for each year group.

There may be times when we have more children wanting places here than we have places available. We then follow our criteria for over subscription.

For admission to Reception Class in September 2021, the following aspects will be taken into consideration and priority given in the following order:

1. Looked after children (‘relevant looked after child’ means a child who is looked after or previously looked after by the local authority in accordance with section 22 of the Children Act 1989).
2. Children resident in Great Haywood, Tixall or Ingestre *and* who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents’ marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).
3. Other children resident in Great Haywood, Tixall or Ingestre.
4. Children from outside the areas of Great Haywood, Tixall or Ingestre who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date.
5. Children of Staff in either of the following circumstances:

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

1. Children of parents/guardians who habitually worship in a Church of England church in the parishes of Great Haywood, Tixall and Ingestre. *This to be supported by a letter of* *confirmation from incumbent of the respective parish*
2. Children of parents/guardians with Church of England commitment and Church affiliation outside the areas of Great Haywood, Tixall or Ingestre. *This to be supported by a letter of confirmation from the incumbent of their parish.*
3. Children of parents/guardians who live outside areas of Great Haywood, Tixall or Ingestre who are members of another Christian denomination and wish their child to attend a Church of England school. *This to be supported by a letter of confirmation from the Minister of their church*
4. Children of parents/guardians who although not worshipping in another faith wish their child to attend a Church of England school because of its specifically religious emphasis.

If a tiebreak decision is required, the child living nearest the school will be given priority. Nearest being defined as a straight line between the main gates of the school and the front door of the house. Parents will be sent written confirmation of the decision and reasons given. Also appeal systems will be explained.

**Admission arrangements for Under Fives**

**Great Haywood Under 5s** operate independently from our school premises. You may contact them directly at the front of the school building by calling 07976 097824.

**Extended Schools Provision**

We are delighted to offer excellent before-school and after-school supervision within the school’s building if you require. ‘Precious Peeps’ is led independently by an experienced and registered child-minder, Amy Davies-Hill.

If you are interested in using this facility, please approach the school office or feel free to contact them directly.

**Our Partnership with Parents**

As part of our philosophy of developing a good partnership between home and school we believe that good relations will involve:

* the development of good communications
* the fostering of good relationships with our community
* the development of mutual support, understanding and friendship
* the sharing of expertise
* the celebration of achievements, school life and work; the spreading of good news
* the raising of self-esteem of parent and child
* the fostering of a sense of belonging and involvement in children’s education

We operate an open door policy with our school. If time is needed, an appointment needs to be made to meet with the class teacher or Headteacher so that you can have the undivided attention of the Class teacher or Headteacher.

There are many occasions when parents are invited into school. These include termly consultations and meetings when aspects of school work are discussed. Parents are also invited to concerts, special assemblies, plays, sports events and services at St Stephen’s Church.

Meetings for parents regarding specific aspects of the curriculum, for example – Reading and Phonics, Mathematics, e-safety, residential visits, etc. are organised on a regular basis.

All parents are given a copy of our Home/School Agreement which gives details of how parents and the school can work in partnership.

**Our partnership with other schools**

Our school is a member of The Staffordshire Schools Multi Academy Trust, which supports our work and is responsible for overall standards. As a MAT, we understand the unique opportunities and challenges small schools face and work together to ensure the very best education is provided. At the end of their primary education, most of our pupils transfer to The Weston Road High Academy to continue their education. However, we do also liaise with other schools when parents wish their children to receive secondary education elsewhere.

**Our partnership with the Local Community**

We benefit from having a close partnership with our local community. Recent initiatives have included:

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1. Supporting Great Haywood’s entry in the Best Kept Village competition Britain in Bloom
2. Various local links including Shugborough Hall and Ingestre Hall
3. We support several charities every year including: Children in Need, Christian Aid, Pathways Project.
4. Sporting events with schools within our Mat, local area and The Weston Road Academy.
5. Strong links with St. Stephen’s Church.

**Our School Curriculum**

At Anson, our school fulfils the requirements of the National Curriculum and the agreed Diocesan Syllabus for Religious Education.

The curriculum that we teach in Early Years meets the requirements set out in the revised Early Years Foundation Stage 2021. Our curriculum planning focuses on the Early Learning Goals and on developing children’s skills and experiences, as set out in this document.

We plan the rest of our curriculum in three phases of school organisation.

From year 1 to year 6, children are taught in mixed aged and mixed ability classes. A long-term plan for each curriculum subject is designed on a two year rolling program. The long term plan identifies topics to be taught in each term so that all children have a progressive curriculum.

There are no level descriptors in the new national curriculum and schools are required to develop their own tracking to show pupils’ progress. During parent consultation and at the end of the year, each pupil will be described as working towards, achieving or exceeding age-related expectations.

Some subjects are taught discretely but at Anson we try to make links to the class topic theme wherever possible. The National Curriculum subjects are: literacy, numeracy, science, computing, music, History, Geography, MFL, Art& Design, Design & Technology and physical education. Because of mixed-aged classes, each of these subjects follow a 2-year rolling program to ensure full coverage of each subject and also aim to include opportunities for trips and visits from external agencies in order to enhance the learning outcomes. Each term, a letter outlining the main objectives and activities is sent to the parents to give the opportunity for parental support (research, homework tasks, trips etc).

We have high expectations of what our pupils can achieve and are committed to an ongoing programme to improve standards of attainment in all areas of the curriculum. Details of each curriculum subject can be found on our website at: [www.anson.staffs.sch.uk](http://www.anson.staffs.sch.uk)

The school has been awarded a Basic Skills Mark to celebrate the high standard of work achieved in literacy and numeracy and recently has been awarded silver awards for our delivery of the Arts, music and also recognised as an Eco-school.

**Personal, social and Health Education (PSHE) and Philosophy for Children (P4C)**

PSHE and P4C encourages the children to recognise their own worth, work well with others, and develop their responsibility for their own learning. Many of the spiritual, moral, social and cultural issues that are part of growing up are covered, as are the rights, responsibilities and duties of individuals and communities.

**Religious Education**

As a Church of England School, we aim to ensure a full and positive presentation of Christianity. We aim to ensure that our pupils understand the fundamental beliefs that define Christianity and develop a sound moral and social sense of responsibility. Our teaching is based on the Lichfield Diocesan guidelines for Church schools, and is supported by our links with St Stephen’s Church. We employ active learning methods to make religious ideas accessible to children so they may learn about and grow in Christian faith. We also seek to develop an understanding of different cultures and faiths in order to support our learning of the multicultural society we live in. We have been recognised as a ‘Fairaware’ school by the Fairtrade organisation in recognition of our work in this area.

**Collective Worship**

Worship is an integral part of life within our school with daily acts of worship. Parents are regularly invited to attend assemblies in school as well as services at St Stephen’s Church. Should parents wish to withdraw their children from RE lessons or assemblies, they should discuss this matter with the Headteacher.

**Healthy School**

We have been recognised as having ‘Healthy Schools’ status. All our children are encouraged to embrace healthy life choices through our curriculum, lunchtime meals, PE lessons and extra-curricular sport.

**Special Educational Needs (SEND)**

The school aims to adhere to the guidelines set out in the Special Educational Needs Code of Practice. Children whose education progress may be hindered because of difficulties in learning, behaviour or a physical disability, require special help. We work in partnership with parents and professional agencies to meet the needs of children with SEND. We ensure that they have full access to a broad, balanced and relevant education, including an appropriate curriculum for the Early Years Foundation Stage (EYFS) ensuring equal opportunities for everyone.

**Extra-curricular Activity**

We offer a wide range of extra-curricular activities ranging from traditional sports to more **creative** areas of the curriculum such as, golf, circus skills and cheerleading. We value these opportunities to enhance our holistic approach to children’s learning.

**Behaviour**

It is a primary aim of our school that all God’s children feel valued and respected, and that each person is treated well and fairly. We promote caring communities, whose values are built on mutual respect and trust for all. The behaviour policy is therefore designed to support the way I which all members can work together promoting an environment in which everyone feels happy, safe and secure.

**Rewards and Praise**

Positive reinforcement is the primary vehicle for promoting kindness, cooperation and good behaviour thus discouraging anti-social behaviour. We use ‘Good to be Green’ to reward good behaviour where children receive house points, golden tickets or dojos in recognition of their efforts.

Teachers award ‘golden leaves’, which recognise the work and attitudes of pupils in their class. In addition to this, each class has a ‘star of the week’ to celebrate an outstanding achievement. Certificates and other awards are presented in our special Celebration Assembly, where adults are welcome to join us.

**Sanctions**

Our ‘Good to be Green’ behaviour policy recognises sanctions as well as rewards. When we invoke sanctions it will be explained to the children the reason for so doing and made clear why their behaviour is unacceptable. Our agreed list of sanctions are: a ‘look’; ‘warning’ (a verbal rebuke); ‘thinking zone’ for 5 minutes in the classroom – for continued disruptive behaviour; ‘parking’ where pupils are withdrawn from class for 20 minutes to reflect on and recover their behaviour; ‘blue sky’ where a child is sent to a senior member of staff for 45 minutes; and ‘red sky’ where a pupil will receive and internal or external exclusion. Parents are kept informed at all stages from ‘parking’ and beyond.

**Bullying**

We have very few reported instances of bullying at Anson. We believe bullying to be when you try to hurt or frighten someone regularly and deliberately, physically or verbally. Bullying is not an acceptable form of behaviour in our school. We believe that all pupils have the right to receive an education free from humiliation, oppression and abuse. Pupils need to understand what bullying is; its causes, effects and methods of prevention. They have a responsibility to let adults in school know if unacceptable behaviour is taking place. Pupils who tolerate bullies are supporting them. All discovered bullying will be acted upon. Notification will be given to the headteacher. Parents can help identify early stages of bullying and if they do so they should contact the headteacher.

**Safeguarding**

Where there is a safeguarding issue, Anson CE Primarywill work in accordance with the principles outlined in the Staffordshire Safeguarding Children Board Inter-agency Child Protection procedures.

The definition for Safeguarding and promoting the welfare of children in Working Together to Safeguard Children is:

* protecting children from maltreatment;
* preventing impairment of children’s health or development;
* ensuring children grow up in circumstances consistent with the provision of safe and effective care;
* taking action to enable all children to have the best outcomes

Further information can be found in our safeguarding policy.

**Home Learning**

Parents are encouraged to help their children at home in their learning and development. Appropriate home learning tasks are set by the teachers to support the children’s educational experience. We are always happy to discuss these tasks with parents, as we are committed to the home/school partnership. All parents are asked to sign up to our “Home-School Agreement” when their children start with us and copies of Open Door and Homework Policies are available on request.

**Educational Visits**

We enhance the children’s experience by taking them on educational visits linked to the curriculum. Such visits are often costly, so we ask for appropriate parental contributions.

**Governance**

The Local Governing Committee take decisions about the strategic direction of the school and make recommendations to the board of directors of the multi academy trust. The full governing committee meets at least once a term at school.

Committee members are appointed to help –

* Decide how the school budget is spent
* Interview and select staff
* Set policies affecting the running of the school

The board of directors of The Small School Multi Academy Trust holds the legal duties, powers and responsibilities of the school and delegate some of these to the local governing committee. The committee can only act together, they cannot act individually. Members of the committee are church and community representatives, Trust representatives, parents and staff of the school. Committee members bring a variety of views and expertise to the local governing committee. All members have equal status in the work of the local governing committee and have voting rights.

**P.T.F.A.**

Our school has a well-established Parent, Teachers and Friends Association (PTFA). It is the main fund-raising body of the school and works in partnership with the school.

The PTFA try very hard to think of ideas to help raise money for items for the education of all pupils and which would not be available from the school’s budget. They also help to develop more extended relationships between the staff, parents and others associated with the school.

All parents and/or carers of pupils attending the school and all teachers are members of the PTFA. Anyone is eligible to attend the monthly meetings and to assist in planning the fund-raising.

The Annual General Meeting is held in the first half of the Autumn Term and parents are elected each year to take the officers’ posts on the committee.

The PTFA also offer support the school in providing refreshments at sports day and hosting discos and cinema nights for the children each year.

**Communication**

We issue regular newsletters and keep you informed about school life and events. There is also a weekly school planner given to each child which can be used to send messages between school and home. Our staff are always pleased to discuss any worries or concerns you may have; however, appointments may be necessary. We operate a text messaging service (TTP) for short messages and reminders, and e-mail, and weekly newsletters with up-to-date information is uploaded onto the school website.

The school issues an annual written report for each pupil at the end of the summer term. In addition, formal parent consultations are arranged in the Autumn and Spring terms alongside informal meetings. Pupil’s targets and progress is also shared in reading, writing and mathematics each term.

**Medication**

Children with short-term illness where medications such as antibiotics have to be given should be administered outside the normal school day. Where this is not possible, parents may permit school staff to administer by completing a parental agreement, giving precise details of the medication and dosage – prescription only medicine can now be administered.

Any administration is clearly recorded and held in the school office. Medication will be held in the school office, which has a separate refrigerator, and is clearly labelled.

Asthma inhalers must be kept by the child at all times. Specialist training will be undertaken by **all staff** so that a child with a specific need i.e. emergency ‘Epi-pen’ medication can be supported within school.

**School Dress Code**

Our guidelines are based on suitable dress and are at the discretion of the Headteacher, who has overall responsibility of maintaining standards throughout the school. Hairstyles should be sensible with no lines, patterns or hair-dye and long hair should be fastened back. No jewellery should be worn, with the exception of a watch, apart from plain stud earrings – maximum one per ear. Nail varnish is not allowed.

As staff are not permitted to remove or replace earrings under the Health and Safety Regulations, it is essential that all children wearing stud earrings are able to take them out and replace them themselves.

If a watch and earrings are worn to school, we will endeavour to safeguard them but the responsibility for their safe keeping rests with their owner - i.e. the child.

**Uniform:**

**BOYS**

Royal blue V neck pullover or sweatshirt which supports the school logo; white polo shirt or white shirt with school tie; black trousers (short / long); black shoes (NO TRAINERS).

PE kit: Black pumps; T- shirt in house colour with logo; black shorts.

Outdoor games: trainers, black jogging bottoms and black tracksuit top – **no logos**.

**GIRLS**

Royal blue V neck pullover, cardigan or sweatshirt which supports the school logo; white polo shirt or white blouse with school tie; black skirt or pinafore; black shoes – flat heels only for safety reasons

(NO TRAINERS); smart black trousers for cold weather in winter; blue/white check dress for summer.

PE kit: black pumps; T-shirt in house colour with logo; black PE skirt or shorts

Outdoor games: trainers, black jogging bottoms and black tracksuit top – **no logos**.

School ties are obtainable from the school office: Elastic neck ties £3.00 or full size ties £4.00

Children must not wear any jewellery for PE (including swimming), as a safety measure and will need to remove these themselves or have them taken out at home on the day PE is taken.

**Parents are asked to make sure that all their child/ren’s clothes and belongings are clearly marked with their name.**

**School Documents**

Copies of all documents referred to under paragraphs 5 and 6 of the Education (School Curriculum and Related Information) Regulations 1989 may be inspected or obtained (except those which are copyright) at the school, upon request to the headteacher.

**Compliments and Complaints**

The Education Committee has established procedures for the hearing of compliments and complaints made against the curriculum. A copy the procedures are available from the school, upon request.

The Governing Body have a policy and procedure for dealing with complaints against the school. These are available from the school upon request and available on the school website.

**Attendance Policy**

We ask parents to inform the school on ***the first day of absence of a pupil***, by telephone or email and to send a note to the class teacher on return to school.

Requests for holiday absence out of term time can no longer be granted by the Headteacher unless under **exceptional circumstances**. This should be made on a form available from the school office or school website (we do not encourage this as it effects your child’s learning).

Parents will be informed by letter if the school is able to authorise an absence.

**School Times**

Pupils arrive at 8.30am entering their classroom straight away and completing warm up tasks and targets from the previous day’s work. At 8.40 am. The register will be taken and closed at 8.45 am. Teaching staff are available for you to approach before school through our open door policy. Teachers are also available for 15 minutes at the end of the school day. If more time is needed, an appointment should be made.

Morning session 08:30 – 12:00

Break time 09:45 – 10.00

 11: 00 – 11:10

Lunch time 12.00 – 13.00

End of school 15.25 Class 1 and 2 - 15.30 Class 3 and 4

**Privacy notice for parents/carers**

Under data protection law, individuals have a right to be informed about how the Trust 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**.

The Staffordshire Schools Multi Academy Trust is the ‘data controller’ for the purposes of data protection law.

The data protection officer is the Trust Administrator, Jacqui Bowman. (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 (this may be the contact details of parents/carers), 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
* Administer admissions waiting lists
* Carry out research
* Comply with the law regarding data sharing

**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.

To request a copy of our record retention schedule please see our website www.tssmat.staffs.sch.uk email

us on office@tssmat.staffs.sch.uk or call on 01543 472245.

**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*

∙ *Other schools the pupil may go on to attend (including for transition days)*

∙ *The pupil’s family and representatives*

∙ *Educators and examining bodies*

∙ *Our regulators [e.g. Ofsted, Church of England Diocese of Lichfield Education Board]*

∙ *Suppliers and service providers – to enable them to provide the service we have contracted them for*

∙ *Financial organisations*

∙ *Central and local government*

∙ *Our auditors*

∙ *Survey and research organisations*

∙ *Health authorities*

∙ *Health and social welfare organisations*

∙ *Professional advisers and consultants*

∙ *Charities and voluntary organisations*

∙ *Police forces, courts, tribunals*

∙ *Professional bodies*

**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 and early years’ census. This data sharing underpins school funding,

and educational attainment policy and monitoring.

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.

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, 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 may also access to their child’s **educational record**. To request access, please contact the

Data Protection Officer giving details of what information you are requesting and why. For reasonable

requests, information will be provided within 30 working days where possible, and we will let you know if we

will need to take longer than this.

**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:

∙ 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

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**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**: Jacqui Bowman

Tel: 01543 472 245 or email: j.bowman@tssmat.staffs.sch.uk