

Multi—Academy Trust

# Burtonwood

Mrs Muttock Head teacher says...

Welcome to Burtonwood Com- munity Primary School. I’m de- lighted that you have chosen our school and will be joining us soon.

We have an excellent team who are dedicated to providing the best possible education for your child. We look forward to working with you and sharing the excitement of your child’s learning.

Community Primary School



In this handbook you will find lots of useful information and the answers to some frequently asked questions . If you have any questions that are not answered please contact the school office on 01925 224072

and we will be happy to help!

We also need some information from you, so could you please return your completed forms to the school.

I look forward to working in partnership with you and getting to know you and your child.

PERSONAL INFORMATION SHEET

BURTONWOOD COMMUNITY PRIMARY SCHOOL

Pupil’s legal surname: Male / Female

First name(s) (in full):....................................................................................................................

Date of birth:.................................................................Religion.....................................................

Home address:....................................................................................................................................

Postcode:.................................... Home telephone no:...................................................................

Mother’s name: (Miss/Ms/Mrs).........................................................................................................

Mobile telephone no: ...............................................Work telephone no: ...........................................

E Mail address: ...........................................................................................................................

Parental responsibility: YES / NO

Father’s name: .............................................................................................................................

Mobile telephone no: ..............................................Work telephone no: ............................................

Email address: ............................................................................................................................

Parental responsibility: YES / NO

Father’s address (if different from above): ..........................................................................................

Name and relationship of person(s) to whom correspondence should be addressed:

Any social worker involvement or order relating to pupil, i.e. custody, access etc. of which the school should be aware:

**On the following page please list up to four people the school can contact in case of an emergency - we suggest people that are local to the area;**

**Ensure you complete full names rather than the relationship to child e.g. Mr John Smith as opposed to Grandad;**

**Teachers2Parents is a text service used by the school. We will use the mobile number listed for the Primary Contact unless you clearly specify otherwise.**

EMERGENCY CONTACT INFORMATION - STUDENT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Legal Surname (in Full |  | Forename/Middle Name (in Full) |  |
| GENDER  M/F |  | DATE OF BIRTH |  |
| HOME ADDRESS |  | | |
| HOME TELEPHONE |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact 1 | | | | |
| Relationship |  | | | |
| Full Name/Title |  | | | |
| Address |  | | | |
| Home Telephone |  | | Mobile Telephone |  |
| Work Telephone |  | | | |
| Email |  | | | |
| Parent living at same address as student | | Yes / No | | |
| Parental Responsibility | | Yes / No | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact 2 | | | | |
| Relationship |  | | | |
| Full Name/Title |  | | | |
| Address |  | | | |
| Home Telephone |  | | Mobile Telephone |  |
| Work Telephone |  | | | |
| Email |  | | | |
| Parent living at same address as student | | Yes / No | | |
| Parental Responsibility | | Yes / No | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact 3 | | | | |
| Relationship |  | | | |
| Full Name/Title |  | | | |
| Address |  | | | |
| Home Telephone |  | | Mobile Telephone |  |
| Work Telephone |  | | | |
| Email |  | | | |
| Parent living at same address as student | | Yes / No | | |
| Parental Responsibility | | Yes / No | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact 4 | | | | |
| Relationship |  | | | |
| Full Name/Title |  | | | |
| Address |  | | | |
| Home Telephone |  | | Mobile Telephone |  |
| Work Telephone |  | | | |
| Email |  | | | |
| Parent living at same address as student | | Yes / No | | |
| Parental Responsibility | | Yes / No | | |

PERSONAL INFORMATION SHEET

BURTONWOOD COMMUNITY PRIMARY SCHOOL

Name of Doctor: ................................................Telephone no: ...........................

Address: .........................................................................................................

Does your child have any particular health problems/allergies of which the school should be aware? YES/NO If Yes, please give details below:

Does your child have any identified special needs? YES/NO If yes, please give details below:

National identity: (i.e. British, Indian, French) ...................................................................................

Country of birth .................................................................. Nationality ........................................

Do you have Refugee Status? YES/NO If Yes, please indicate date of recognition: ...........................

First language: ...........................................................................................................................

(language to which your child was first exposed in their early childhood. If this is other than English please record this language even if your child speaks English).

Home language: ..........................................................................................................................

Name and address of previous school(s) attended and dates:

(Please be accurate as possible with dates). 1....................................................................................Telephoneno: .....................................

..............................................................................from...............................to...........................

2....................................................................................Telephone no:.......................................

..............................................................................from..............................to............................

If this is pupil’s first admission to school, please give name of any nursery or playgroup previous attended.

..............................................................................from..............................to............................

Mother’s signature:........................................................................Date:.......................................

Father’s signature:.........................................................................Date:.......................................

**PUPIL PREMIUM**

**BURTONWOOD COMMUNITY PRIMARY SCHOOL**

Introduced in 2011, the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children. If your child is eligible for free school meals, they may also be entitled to a sum of money paid to the school to boost their learning. At Burtonwood we use the pupil premium to provide additional tuition for reading, writing and maths. In addition pupil premium will provide financial support for parents so their child can access all trips and extra-curricular activities for no charge.

**PUPIL PREMIUM**

We need information about you and your child, so that we can provide them with the best education and support by making sure that school receives all the government funding to which it is entitled.

**Family Income and Benefit Details**

Is your joint family income over £16,190 per year? Are you in receipt of working tax credits?

Yes /No Yes /No

If you have ticked yes to either of the boxes above, please do not complete the additional questions on this sheet.

|  |  |  |
| --- | --- | --- |
|  | Parent/Guardian 1 | Parent/Guardian 2 |
| Surname |  |  |
| First Name |  |  |
| Date of birth |  |  |
| National Insurance Number |  |  |

Please place an X in the box if you are in receipt of any of the benefits listed below:

* Income Support
* Income-based Jobseekers Allowance (IBJSA)
* Income based and contribution based Jobseekers Allowance or Employment Support Allowance on an equal basis
* Income Related Employment and Support Allowance (IRESA)
* Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
* The guarantee element of the State Pension
* Child Tax Credit (with no Working Tax Credit) with an annual income which does not exceed £16,190 OR
* Working Tax ‘run on’ — the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
* Universal Credit

If you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above — please place an X in the appropriate box below, and we will check whether your child is eligible for Pupil Premium Funding for your school.



Name of child:

# Medical Information

Please complete the medical questionnaire for your son/daughter.

1. Has your child been immunised against tetanus in the last five years?
2. Is your child sensitive to penicillin?
3. Does your child suffer from fainting attacks or blackouts?
4. Does your child suffer from fits or epilepsy?

Does your child suffer from any allergy, asthma or hay fever?

## (please give details below)

Does your child take any medication for the condition?

## (Please give details below)

1. Does your child suffer from diabetes?
2. Does your child suffer from ear trouble?

Does your child suffer from any illness, and or injury not mentioned above?

If yes, please give **details below** including any infectious/contagious illness in the last three months and details of any other recent illness/injury

or physical disability.

1. Are your child’s teeth in good condition?

If you are not sure, please get your dentist to check your child’s teeth on a regular basis.

Yes/No Yes/No Yes/No Yes/No Yes/No

Yes/No

Yes/No Yes/No Yes/No

Yes/No

* 1. Is your child on any sort of medical treatment at the present time. Is the Yes/No treatment self-administered? If yes, please give details,

Name of medicine:

How often taken?

* 1. Does your child have any special dietary requirements due to medical, Yes/No religious or moral reasons .Please indicate below.

Continued overleaf



Name of child:

* 1. Does your child suffer from travel sickness?
  2. Does your child suffer from incontinence problems?
  3. Can your child swim? Yes/No How far?
  4. Are there any activities in which your child may not participate? Please give reasons:

Yes/No Yes/No

* 1. Is there any other information which school should be aware of, e.g. suffers from vertigo, claustrophobia or is frightened of the dark, etc.?

Signed Parent/Carer Date: .....................................

When away from school on Residential Visits, in addition to First Aid Kits **a Medical Kit** is also carried which includes the following items. Please indicate those items which you agree/ disagree to being used by staff in an emergency and sign below.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Antiseptic wipes |  |  |
| Antihistamine aerosol (Wasp-eze or equivalent) |  |  |
| Sun protection cream (highest factor) |  |  |
| After sun lotion |  |  |
| Travel calm tablets (suitable from age 3 years) |  |  |
| Packet of sanitary towels (not tampons) where girls of an appropriate  age are in the party. |  |  |

***Boots own brand products will be used where possible.***

Where there is a possibility of children being exposed to the sun, we ask that parents provide sun cream and after sun lotion of their own choice, clearly marked with the child’s name and tube/bottle, as that carried in school medical kits is for emergency use only.

In an emergency I agree to any member of staff administering the items indicated (YES), in the medical kit, to my child.

SIGNED: ................................................ Parent/Carer DATE: ......................................

GENERAL CONSENT FORM

BURTONWOOD COMMUNITY PRIMARY SCHOOL

Child's name: .....................................................................................................

At Burtonwood Community Primary School we are pleased to participate in the Government’s Fruit and Vegetable scheme.

Every child ages four to six in a maintained school is entitled to receive a free piece of fruit or vegetable each school day. The initiative is to encourage children to eat healthily and this will help towards their “5 a day”. It is hoped that by educating children of the benefits of healthy eating, they will continue to eat healthily in the future.

Your child will be offered a fresh, good quality piece of fruit or vegetable each day and we do not expect the scheme to disrupt the normal school day in any way.

The scheme is voluntary and there is no obligation for your child to take part, although it is hoped they will share in our belief that it has many benefits of healthy eating.

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 may harm them.

To the best of my knowledge my child has no known allergies to fruit or vegetables: ..............

Please tick

My child is allergic to:.............................................................................................

Local Visit Consent

We would like to ask you for to give permission for the school to take your child out of school for local visits. Local visits include all trips out to places within the village of Burtonwood, such as the library, church, St Paul of the Cross and park. Children usually walk to the village, on some occasions they may be transported in the minibus. You will be informed of these visits; however, permission will not be asked for if you tick the box below. For all visits outside the village, a permission slip will be needed for your child to attend the trip.

I give permission for my child to attend visits in Burtonwood village without permission being obtained.

Yes/No

RESPONSIBLE INTERNET USE

BURTONWOOD COMMUNITY PRIMARY SCHOOL

As part of your child’s curriculum and the development of ICT skills, Burtonwood Community Primary School is providing supervised access to the internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for the children as they grow up in the modern world.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our Internet provider and IT support company operate a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavor is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any dam- ages arising from your child’s use of the Internet facilities.

During your child’s time at school photographs will be taken by staff for recording activities and achievements. These photographs (without names) are sometimes displayed on our school website. We also invite the local press to publicise our achievements too. They will usually ask for names to accompany the photographs which may be published on their own website.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please telephone me to arrange an appointment. Please read the Rules for Responsible Internet Use (on the reverse) and the information about publishing children’s work and photographs etc. on the Internet. It is hoped that parents and carers will agree to their child’s use of the Internet and the publishing of work, photos and video footage.

**Responsible Internet Use** — **Guidelines for Children**

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers

I will only use activities that a teacher or suitable adult has told or allowed me to use. I will take care of the computer and other equipment

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable adult if I see something that upsets me on the screen. I know that if I break the rules I might not be allowed to use a computer.

The school may exercise its right by electronic means to monitor the use of the school’s computer systems, 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 may be taking place, or the system may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.



Digital technologies have become integral to the lives of children and young people, both within schools and out- side school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Policy is intended to ensure:**

* that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
* That school system and users are protected from accidental and deliberate misuse that could put the security of the systems and users at risk.
* That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school’s work.

**Permission Form**

Parent / Carers Name: .................................. Student / Pupil Name : .......................................

As the parent / carer of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

KS2

*I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, esafety education to help them understand the importance of safe use of technology and the internet— both in and out of school.*

*KS1*

*I understand that the school has discussed the Acceptable Use Agreement with my son/daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet — both in and out of school.*

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son’s / daughter’s activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s e-safety.

Signed: ......................................... Parent/Carer Date: ...........................

E-SAFETY PARENTAL CONSENT FORM

BURTONWOOD COMMUNITY PRIMARY SCHOOL

Burtonwood Community Primary school will not share data or information about your child unless there is a valid data-sharing or safeguarding requirement to do so. Where this is the case, relevant legal documentation, which complies with the Data Protection Act, will be required by the school.

The school historically shares certain data and information on a purely internal basis in order to deliver its full range of educational provision. This may involve, the sharing of academic performance data with the Local Authority or the use of anonymous photographs for internal publications.

Below are details of these organisations and the purposes for which we use data of information with them. Parental consent and data sharing is vital for the efficient running of the organisation.

Please tick the relevant box(es) below and return this form to school.

I am happy for information to be shared with Parentpay to allow cashless payments for trips, clubs and school dinners (through Warrington Borough Council).

I am happy for information (children’s names and classes) to be shared to allow children to use the following educational on-line software.

* Mathletics
* Times Tables Rockstars
* Reading Plus
* SPAG.com
* Class Dojo

These are services we have subscribed to for several years and have proved to be very successful.

I am happy for information to be shared with Warrington Borough Council for example, attendance data.

If you change your mind at any time, you can let us know by calling the school on 01925 224072 or just popping into the school office.

If you have any other questions, please get in touch.

Name of child: ..................................................................................................

Parent or carer’s signature: ..................................................................................

**HOME SCHOOL AGREEMENT**

**BURTONWOOD COMMUNITY PRIMARY SCHOOL**

At Burtonwood Community Primary School, we want your child to enjoy a happy and successful seven years at our school. To achieve the best possible outcome for your child it is important that home and school work closely together to provide the best possible education for them. All staff, parents and children need to understand their responsibilities and work together towards the same goals, as detailed in our home — school agreement.

Name of Pupil:

**Our school will:**

**The School**

* care for your child’s happiness ensuring he/she achieves their full potential in a caring and supportive atmosphere
* care for your child’s safety, including e-safety, ensuring responsible and appropriate use of images/data
* provide a balanced curriculum and meet the individual needs of your child
* achieve high standards of work and behaviour through building good relationships and developing a sense of worth and responsibility
* provide support to parents so that they can assist their child with learning at home through termly guides, targets on written reports and additional personalised support where appropriate
* provide extra-curricular activities to develop the broader skills which will assist with the personal, social, physical and cultural development of your child
* keep you informed about the progress of your child
* recognise and celebrate the achievement of your child
* provide all necessary information regarding the policies and activities of the school and its pupils
* be open and welcoming and offer you opportunities to become involved in the life of the school.

**The Parent/Carer**

I/We will:

* ensure that my/our child attends school regularly, on time and properly equipped
* ensure that my/our child wears the correct uniform and P.E kit (unless exempted on religious grounds)
* make the school aware of any concerns or problems that might affect my/our child’s learning, behaviour or well-being
* support the school’s policies and guidelines for behaviour
* support my/our child in homework and other opportunities for home-learning
* attend parents’ evenings and meetings to review my child’s progress
* ensure the school is notified of any change in emergency contact numbers
* inform the school immediately of any absence
* avoid arranging holidays in term-time
* support the school in the teaching of safe and secure internet use at school and home
* ensure that no pictures of pupils other than my/our own child are posted on social networking sites without the explicit permission of their parent/carer
* address concerns and make complaints through official school channels rather than posting them on social network- ing sites
* ensure that I/we do not post malicious or fictitious comments on social networking sites about any member of the school community

I will:

The Pupil

* attend school regularly and on time
* bring all the equipment I need each day
* wear the correct uniform and P.E kit (unless exempted on religious grounds) and be tidy in appearance
* do all my classwork and homework as well as I can
* allow others to work properly
* be polite, kind and helpful to others
* take care of the school and the school equipment
* behave in a safe way
* tell a member of staff if I am worried or unhappy
* use social media responsibly outside school to protect myself and other children

Parent/carer signature: Head Teacher signature:

USING IMAGES OF CHILDREN SAFELY AND RESPONSIBLY

BURTONWOOD COMMUNITY PRIMARY SCHOOL

At school we sometimes take photos and videos of pupils. We use these photos in the school’s prospectus, on the school’s website and on display boards around school, and for promoting the school.

We would like your consent to take photos and videos of your child, and use them in the ways described above. If you’re not happy for us to do this, that’s no problem - we will ac- commodate your preferences.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school take photos and videos of my child.  I am happy for photos and videos of my child to be used on the school website.

I am happy for photos of and videos my child to be used in the school newsletter.

I am happy for photos and videos of my child to be used in printed school materials for example, the school prospectus.

I am happy for photos and videos of my child to be used in internal displays. 

I am happy for photos and videos of my child to be used in the media, for example local newspaper.

I am happy for photos and videos of my child to be used in school advertising  I am happy for photos and videos of my child to be used on social media, for example Twitter/Facebook

I am happy for photos and videos of my child to be used on Class Dojo

I am happy for photos of my child to be taken using 2simple to be used by the teacher as a record of their learning.

I am **NOT** happy for the school to take or use photos and videos of my child as listed above.

If you change your mind at any time, you can let us know by emailing

burtonwood\_[primary@omegamat.co.uk](mailto:primary@omegamat.co.uk) , calling the school on 01925 224072 or just popping into the school office.

If you have any other questions, please get in touch.

Name of child: .......................................................................................................

Parent or carer’s signature: .......................................................................................

Date: ....................................................................................................................

CONSENT FOR SHARING MEDICAL INFORMATION NAME OF SCHOOL

At school we sometimes have to share medical information with health professionals and members of the Local Authority.

We would like your consent to share this information. If you’re not happy for us to do this, that’s no problem - we will accommodate your preferences.

I am happy for the school to share information such as my child’s height and

weight with the NHS. 

I am happy for the school to share information such as my child’s height and

weight with the local authority.  I am happy for the school to share information about my child (e.g. name)

with health professionals doing vaccinations.  I am happy for the school to share information about my child (e.g. name)

with health professionals doing vision checks 

I am happy for the school to share information about my child (e.g. name)

with education psychologists.  I am **NOT** happy for the school to use and share medical information in these ways.

Name of child: .......................................................................................................

Parent or carer’s signature: .......................................................................................

Date:....................................................................................................................

USE OF PARENT CONTACT DETAILS BURTONWOOD COMMUNITY PRIMARY SCHOOL

We’d like to seek your consent for some of the ways we use your information. We will contact you using your

* Home and mobile phone numbers (including by text message)
* Email address
* Postal address

Using your contact details in these ways help us to:

* Raise extra money to continue to improve the experience your child has at school
* Keep you in the loop with what’s happening at school
* Let you know about extra-curricular activities on offer for our child

If you’re not happy for us to use your information in the ways we list below, that’s no problem - we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing (email address), calling the school on (phone number), or just popping in to the school office.

I am happy for the school to use my contact details to contact me about fundraising activities  I am happy for the school to use my contact details to contact me about PTFA fundraising activities

I am happy for the school to contact me about clubs being run in school 

I am happy for the school to contact me on behalf of external providers about events and clubs  I am happy for the school to share my contact details with health professionals doing vision checks and height and weight checks  I am happy for the school to pass my details on to the secondary schools for which we are a ‘feeder’ school, so that they can contact me with information about their school  I am **NOT** happy for the school to use my personal data in the ways set out above 

**PRIVACY NOTICE FOR CHILDREN AND PARENTS**

**BURTONWOOD COMMUNITY PRIMARY SCHOOL**

## Privacy Notice for children and parents

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We Great San- key High School are the ‘data controller’ for the purposes of data protection law.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too — like other schools, the local council and the government.

This information includes:

* Your contact details
* Your test results
* Your attendance records
* Your characteristics, like your ethnic background or any special educational needs
* Any medical conditions you have
* Details of any behaviour issues or exclusions
* Photographs

Why we use this data

We use this data to help run the school, including to:

* Get in touch with you and your parents when we need to
* Check how you’re doing in exams and work out whether you or your teachers need any extra help
* Track how well the school as a whole is performing
* Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

* We need to comply with the law
* We need to use it to carry out a task in the public interest (in order to provide you with an edu- cation)

**PRIVACY NOTICE FOR CHILDREN AND PARENTS**

**BURTONWOOD COMMUNITY PRIMARY SCHOOL**

Sometimes, we may also use your personal information where:

* + You, or your parents/guardians have given us permission to use it in a certain way
  + We need to protect your interests (or someone else’s interest)

Where we have got permission to use your data, you or your parents/guardians may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## Collecting this information

While in most cases you, or your parents/guardians, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it’s optional. If you must provide the data, we will explain what might happen if you don’t.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We refer to the *Information and Records Manaqement Society’s toolkit for schools* which sets how long we must keep information about pupils.

Data Sharing

We do not share personal information about you with anyone outside the school without per- mission from you or your parents, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

* + Our local authority — to meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions
  + The Department for Education (a government department)
  + Your family and representatives
  + Educators and examining bodies
  + Our regulator (Ofsted)
  + Supplies and service providers — so that they can provide the services we have contracted them for
  + Financial organisations
  + Central and local government
  + Our auditors
  + Survey and research organisations
  + Health authorities
  + Security organisations

**PRIVACY NOTICE FOR CHILDREN AND PARENTS**

**BURTONWOOD COMMUNITY PRIMARY SCHOOL**

* + 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 you to the Department for Education (a govern- ment department) as part of data collections such as the school census.

Some of this information is then stored in the *National Pupil Database,* which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from school, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisa- tions which promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Educafion’s webpage on *how it collects and shares research data.*

You can also *contact the Department for Education* if you have any questions about the data- base.

## Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

**Your rights**

How to access personal information we hold about you:

You can find out if we hold any personal information about you, and how we use it, by making a **‘subject access request’,** as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

* + Give you a description of it
  + Tell you why we are holding and using it, and how long we will keep it for
  + Explain where we got it from, if not from you or your parents
  + Tell you who it has been, or will be, shared with
  + Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
  + Give you a copy of the information

**PRIVACY NOTICE FOR CHILDREN AND PARENTS**

**BURTONWOOD COMMUNITY PRIMARY SCHOOL**

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact the data protection officer.

Parents also have a legal right to access to their child’s educational record. To request access, please contact the Head Teacher.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

* Say that you don’t want it to be used if this would cause, or is causing harm or distress
* Stop it being used to send you marketing materials
* Say that you don’t want it used to make automated decisions (decisions made by a com- puter or machine, rather than by a person)
* Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
* Claim compensation if the data protecfion rules are broken and this harms you in some way

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we’ve done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner’s Office in one of the following ways:

* 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 SAF

## 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.

Our Data Protection Officer is Alison Jones.

Please contact Alison via [‘dpo@omegamat.co.uk’.](mailto:dpo@omegamat.co.uk)

KEY INFORMATION

**What are our school times?**

**Reception and Key Stage 1** Morning session 9:00am to 12.00pm Lunch break: 12.00pm to 1.00pm Afternoon session 1.00pm to 3.15pm Key Stage 2

Morning session 9:00am to 12.15pm Lunch break: 12.15pm to 1.15pm Afternoon session 1.15pm to 3.15pm

We provide a buddy system for new children to our school and have Playground Leaders to help during lunch times.

Fun 4 Kids Before and **After School Club**

Our breakfast club is available to all children from 8:00am to 9:00am daily and costs £4.50 per session, including breakfast. During the sessions children can play and have fun.

Our after school club operates for all children from 3.15pm until 6.00pm on Mondays to Fridays during term time and is based in the community building on the far side of the playground. The cost per session is

£10. The cost includes a healthy, light snack. We pro- vide a safe, caring environment for the children, creat- ing rich experiences for them. We have access to outdoor play equipment plus lot of other exciting re- sources.

**Arrivals and Departures**

Parents should ensure that they drive and park re- sponsibly in the neighbourhood of the school.

Dogs are not allowed on the school premises.

The whole of the school grounds is a non-smoking area, including e-cigarettes.

**Uniform**

A simple uniform is helpful in establishing good stand- ards of appearance in school and by wearing it chil- dren quickly feel part of the community Our school uniform is available to purchase from Touchline (01925 413777). Items include:

* Tailored grey trousers or skirt
* White polo shirt
* Purple sweatshirt or cardigan with the school logo.
* Grey tights or grey / white socks.
* Black school shoes (no heels).

P.E.

For indoor and outdoor P.E. lessons your child will need:

White PE t-shirt

Black shorts (or jogging bottoms for winter).

Plain black pumps (indoors) and trainers for outdoor use.

Please make sure all of your child’s uniform and equipment are clearly marked with their name.

Food in School

**School meals**

At Burtonwood Community Primary we pro- mote healthy eating and offer delicious, nutri- tious meals that are cooked on site. Our cater- ers, Warrington Borough Council School Meals service, offer exciting menus each term. They offer special meals for certain occasions throughout the year and also arrange fun day meals.

**Universal Infant Free School Meals**

All children in Reception and Years 1-2 are eligible for free school meals through the gov- ernment’s Universal Infant Free School Meals initiative.

Free School Meals

Free School Meals are available to any family who meet the criteria. If you think your child may be eligible, please ask at the office for details on how to apply.

**Healthy snacks and drinks**

Children are encouraged to drink water and can be refilled throughout the day.

Milk is available for all children up to the age of

1. Those children, who are entitled to free school meals, will also be entitled to milk free of charge.

FREQUENTLY ASKED QUESTIONS

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

**Pupil Premium**

If you are in receipt of Income Sup- port, Income based Job Seekers Allowance or Child Tax Credit the school may be able to help you to claim Pupil Premium (extra funding) for your child. Please see the school website to find out more ways in which your child might benefit.

CHECK

**Absence**

Regular attendance is considered essential for children to realise their full potential. Parents are asked to notify the school if their child is ab- sent or going to be absent in the near future. Notification of an absence by a parent/carer is not an official authorisation. If the school has a concern over such a matter, we will discuss it with you and then possibly the Educational Welfare Officer.

Poor Attendance

The Government has stated that once a child’s attendance figure drops to 90% they are classed as persistently absent. This equals to just 30 school days, so please help your child by ensuring they are in school unless there is valid reason for their absence.

**Illness**

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 48 hours following the last attack as per school policy

**Holidays**

Children are not allowed to take school holidays during term time unless there are exceptional circumstances. School holiday dates will be sent to you regularly and are always available from the school office/ website and we ask you to keep to these dates when booking holidays.

**Jewellery**

Children are allowed to wear a watch and, if they have their ears pierced, one pair of small stud earrings, but these MUST be removed for PE. No other jewellery should be worn in school.

**Clubs and activities**

There are a wide variety of lunchtime and afterschool clubs that children can enjoy. Some are run by staff, and some by external providers who may charge. Details will be sent to parents via letters and the news- letter.

**Educational Trips**

Children are provided with many opportunities for additional learning experiences and trips to help enhance their education and make learning fun.

There is a residential programme starting in year 2. The trips include:

* Beeston (Year 2)
* Glaramara (Year 3)
* Robinwood (Year 4)
* York (Year 6)

Year 5 visit Llandudno for a day

each year.

**Forest School**

At Burtonwood Community Primary we have our very own Forest School area (Willow Wood). Forest schools provide children with opportunities to achieve and develop confidence and self- esteem. They also inspire children to write about topics and learn about nature. Reception and Year 1 have weekly forest school sessions. Other classes will enjoy sessions in Willow Wood throughout the year.

**Music**

Music is an important aspect of school life and we have our own music room. Children can learn keyboards and a range of brass instruments.

**Homework**

Homework is given every week and will vary in type and duration as your child progresses through the school. Please make sure that children do their homework independently, so we can see what they can actually do. If at any point your child experiences difficulty with homework please do not hesitate to contact the class teacher - preferably before the home- work is due to be handed in, so that help and guidance can be provided.

**Reading at home**

Children are encouraged and motivated to read regularly at home and this can include books, magazines, comics and newspapers. Sharing books with people at home increases children's skills, confidence and enjoyment and so we encourage parent to read regularly with their children.

When a child starts reading the school initially guides them towards suitable reading material, but as they progress and become more confident they are given more responsibility in their choice of books. All children have access to our very well stocked and inviting library.

**Special Educational Needs**

Pupils with Special Educational Needs are supported within the normal classroom environment, but may be withdrawn to work in an ability group, supported by a teacher and teaching assistants. A range of out- side agencies including educational psychology, learning and language support, speech and language therapists provide advice, support and guidance. Our inclusion Manager (SENCO) is Mrs Hughes and she can be contacted by telephone on 01925 224072 or contact the school office directly.

**Charging Policy**

We recognise that the wide range of additional activities including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. If any parent does not wish or is unable to contribute to the cost of an activity their child will not be discriminated against. However, if we receive insufficient contributions it may not be possible for the trip to take place

**Emergency arrangements**

In the event of an emergency, such as exceptionally bad weather, please lookout for announcements on the school website or check for school texts. School closures are also announced on local radio stations.

Working with parents

**Parental Involvement**

Children at Burtonwood Community Primary are encouraged to develop their self-worth in a cli- mate of trust and happiness. Everyone is challenged to recognise and reach their full potential in order to become confident and valuable members of the local and global community. We actively promote partnerships with all members of our school community, and your views and opinions really matter to us.

Each term we provide parent with a curriculum information leaflet to raise awareness of the topics that the children will be covering. We will also include lots of ideas about how parents and other family members can get involved, and help their child to learn at home. Parents and carers are encouraged to speak to the class teacher about any concerns they have at the earliest opportunity. Parents’ evening are held twice a year, allowing parents to find out more about their children’s attainment. We operate an open door policy at Burtonwood and provide lots of opportunities to invite parents into school, like class activities and seasonal celebrations. We really believe in a two-way partnership.

**Voluntary helpers**

We have a number of parent volunteers who come in to school to support children with their reading and other activities. If you have time to spare, or any skills that you think could be use- ful and would like to be part of Burtonwood Community Primary school life, please enquire at the school office or email burton- [wood\_primary@omegamat.co.uk.](mailto:wood_primary@omegamat.co.uk)

**The Parent Teacher Fundraising Association (PTFA)**

The school’s PTFA helps to organise fun activities and events throughout the year and also raises funds for the school. The money is spent on improving facilities and providing much needed resources. You don’t have to be on the committee to get involved with the group - any support you can offer will be welcome. For more information ask at the school office.

**Governors**

The Governors and staff at Burtonwood Community Primary have a strong commitment to ensuring our school provides the best education possible to help prepare children for the challenges that they will face in life. The school provides an excellent learning journey, aiming to develop a lifelong love of learning that enables our children to be confident, happy and caring citizens with many happy memories of their time spent at school.

Our Parent Governors take an active role in the overall running of the school including financial management, curriculum, development and whole school improvement. If you would like to become a Parent Governor please enquire at the school office and a staff member will provide you with further information.

**The Home School Agreement**

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a home school agreement that outlines the intentions of all three parties. A copy of which is returned home to parents.

Contacting Parents

In case it is necessary for us to contact you during the school day because of an accident or illness, it is essential that there is not only a phone number of your work address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of any change in circumstances as soon as possible.

Emergency texting system

We also use a texting system, which enables us to contact parents quickly in case of illness, absence, or cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.