

Melbourne Infant School

Third Party companies used by the school:

<i>Name of Company</i>	<i>Why we use this company</i>	<i>What is shared with the company</i>
Arbor (from February 2025)	Arbor is a Management Information System that allows attendance recording, assessment data recording, monitoring of pupils, communication with parents and carers of pupils at a school, hold staff information and tracking. The system allows the school to generate a range of reports, including details of individuals.	<p>Student / pupil data: Student name, address, contact details, emergency contact number, gender, date of birth, Admission Number, enrolment status/history, previous schools, nationality, languages, English proficiency, transport, funding and allowances, behaviour, attendance, assessment, exams, exclusions, reports, learning aims, and the information listed under 'Sensitive data' below.</p> <p>Parent/guardian/carer: Name, contact details and certain categories of data listed under 'Sensitive data' below.</p> <p><i>Sensitive data* includes data regarding: Gender, Ethnicity, Religion, Special Education Needs, Medical Conditions and Medical History, National Health Service Number, Free School Meal Eligibility, Child protection notes, Details on "in care" students, Court orders relating to parents & guardians. *Some of this sensitive data is also 'special category data' under the UK GDPR.*</i></p>
Medical Tracker (from February 2024)	To inform parents/ carers of first aid incidents and medication administration	<p>Student Data: Name/Date of Birth/Address/National Curriculum year group/Contact telephone number/Gender</p> <p>Parents/carers data: Title, Forename, Surname, Day Telephone, Home Telephone, Mobile Telephone, Email</p>
Cauliflower Cards (from October 2023)	Christmas Cards (fundraising) Parents have the choice whether or not to purchase their child's Christmas Card	First name, surname, class and school

Wrates Photography	Class Photographs and Individual Photographs are taken annually Parents are given the opportunity to purchase a school photograph from Wrates	Images of all the children are taken by Wrates From September 2024, the pupil's first name, surname and UPN will be shared with Wrates
Intrahealth	To administer flu vaccinations to children (for whom parents have given consent)	Student name and class
Insight	Whole School Assessment Tool	School details/UPN/Name/DoB/Gender/SEN Records/Attainment/FSM Meals/Safeguarding/Parental Emails Photographs/Videos are also uploaded
My Concern	Safeguarding Software for tracking incidents and recording chronology of events	Name/dob/gender/year group/registration/social worker/behaviour/case info/child protection
Feeder junior schools	Allocated junior schools of Year 2 children due to transition to juniors – as selected by parents/carers and allocated by Admissions	Data of Year 2 children will be shared with the child's allocated Junior School in preparation for transition of children from the Infants to the Juniors. This will involve sharing necessary educational and safeguarding information.
Schudio	Website	Images of children (with permission) and staff only are uploaded
Teachers2Parents	Parent Evening Tool Ticketing Service	Year Group/Class/UPN/Student Forename/Student Surname/ParentGuardian1:mobile/Parent Guardian1:Emergency Ranking/ParentGuardian2:Mobile/Parent

		Guardian2:Emergency Ranking
Wonde	Data Extraction Company used by Teachers2Parents, DFE Attendance, Medical Tracker and Insight	As per information collated from Teachers2Parents, DFE Attendance, Medical Tracker and Insight
ParentPay (from 2023)	Online secure payment system for school contributions	<p>Student data: Forename, Surname, Alias, DOB, Gender, Groups, Salutation, Dietary Requirements, Postal Address, Identifiers, Meal Selections and spend history, Trip information, UPN, FSM status.</p> <p>Parents/carers data: Title, Forename, Surname, Authentication data, Gender, House Name, Street, Locality, Town, Postcode, Day Telephone, Home Telephone, Mobile Telephone, Email, Payment History and balances, Payment card details, Other, In-app messages, Trouble ticket data, Shop information, Browser Details.</p>
DFE Attendance Project (from 2023)	<p>As part of the Department For Education (DfE) work to identify the causes of poor school attendance , access to pupil level attendance data</p> <p>Privacy notice linked here</p>	<p>Student data: Name, Date of Birth, National Curriculum year group, Gender, Profiling/analytical/insights information/cookies, Children's data, Pupil UPN, Looked after status/ previously in care, Health Data (Education and Health Care Plan), Ethnic origin, Free School Meals status (including FSM6), SEN status/support, Child In Need status, Child Protection Plan status, Student Admission Data, Student Leaving Date (both expected and confirmed)</p>
Dojo	Behaviour Management Tool	<p>Pupil first name and first initial of surname</p> <p>Photographs may be uploaded of events in school (school use only) and staff may send messages</p>

		<p>Parents have the option to set up an account with their name and email address and may also upload photographs and send messages</p> <p><i>Class Dojo is used to safely share learning resources, as per our Remote Learning Policy. Parents are advised not to use this platform to communicate messages containing sensitive personal data to school.</i></p>
Derbyshire County Council Holiday Activity and Food Programme	Free Holiday Activity and Food Programme funded by the Department for Education offered to children aged between 4-16 who are eligible for benefits-related free school meals.	Email addresses of parents/carers of eligible children
Bug Club	On-line Reading/Phonics Tool	<p>First Name / Surname / Entry Date / Class</p> <p>Parents are given a username (first 4 letters of child's first name/first 4 letters of surname) / school code and password (each class has a separate password)</p>
Spelling Shed	On-line Spelling Tool	<p>Class / year / first name / surname</p> <p>First name and surname of the child will be used to create an account / or a pseudonym may be used - in addition to teacher contact details/address/email address</p>
Phonics Tracker	Assessment Tool	First name / surname / gender / year group
Phonics Play	Teacher Resource	Class use by teachers
Charanga	Teacher Resource	Class use by teachers
Libresoft	Electronic Library System	Surname/forename/class/year group/gender/UPN/DoB

Children First Derby	Safeguarding Tool to provide Early Help to Families	The information that will be shared with, and then processed by, CFD relating to pupils and their families is already processed by the school under the lawful basis of Legal Obligation with Substantial Public Interest for any Special Category Data. Data regarding pupil safeguarding, special educational needs, health issues, bullying and other concerns regarding pupil wellbeing is collected and retained within the school. This information was previously shared with the MAT Teams at Derbyshire County Council. The change is who this information is shared with. The Support Worker from Children First will be given access to the relevant information.
EdenRed	DfE meal voucher scheme for use during COVID-19 epidemic	Pupil name / email address
Facebook	To showcase school events / reminders of upcoming events	Images of children (with permission)
SeeSaw	An online journal where students can document and reflect on what they are learning in class	Pupil first name and first initial of surname where consent has been given
GDPRiS	Tool that the school uses to manage our obligation to demonstrate compliance with the Data Protection Act 2018	
Zoom	Virtual communications tool between staff & children	
Teams	Virtual communications tool for staff use	

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