

# Parent Handbook

St Andrew's CE Primary School

Ramsbottom



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## 1. Welcome to the school

St. Andrew's Church of England Primary School is a school of which we are very proud. Our standards of pupil achievement and behaviour speak for themselves. Our Mission Statement means that we are constantly striving to provide a rich school environment which values, supports and encourages the achievements of all our children. We are committed to providing an excellent standard of education with a strong Christian ethos.

St. Andrew's is a school community where children, staff, governors, parents and the wider community work hard to make a school where children want to learn and are happy.

We firmly believe in a strong partnership between home and school and hope that you will be able to give active support in your child's education.

We hope that this booklet, in conjunction with the school's website, contains useful information to support you but if you have any other queries, please do not hesitate to contact your child's class teacher, the office or myself.

Damian Marsh  
Headteacher

## 2. Contact details

### School address:

St Andrew's CE Primary School  
Nuttall Lane  
Ramsbottom  
BL0 9JD

**Telephone:** 01706822649

**Email address:** [standrewsramsbottom@bury.gov.uk](mailto:standrewsramsbottom@bury.gov.uk)    **Website:** [www.standrewsramsbottom.co.uk](http://www.standrewsramsbottom.co.uk)

**Social media:** You can follow us on Twitter and we have a PTFA Facebook page.

### 3. Our Vision and Values

St Andrew's serves its community by providing high quality education within the context and understanding of shared Christian values. The school promotes an understanding of these values through the experiences it offers its pupils, nurturing and recognising the uniqueness of each member allowing them to 'live life to the full'.

St Andrew's CE Primary School aims to:-

- Create an interesting and stimulating environment which reflects our values and promotes a sense of community as well as an individual sense of self-worth
- Develop a community of life-long learners where access to knowledge is a right for all and a recognised achievement;
- Provide learning experiences that will allow all pupils equal opportunities to develop their thinking and creative skills;
- Promote social, cultural, moral and spiritual development, preparing pupils to be responsible citizens;
- Encourage the partnership with parents/carers and foster positive links with the community.
- We believe the most effective way of achieving these aims is through the promotion of:- Inquiry and curiosity; enthusiasm and challenge; sharing and learning together; the acceptance and embracement of differences; openness; self-respect and persistence.

### 4. Staff list (2021-22)

Headteacher	Damian Marsh	
Deputy Headteacher	James Brown	
SENCO	Cate Williams	
Classes:	Staff:	
	Teachers	HLTA/TA/Support Staff
Reception	Julie Mann/Claire Schofield	Michelle Long Jill Read
Year 1	Daniel Hall	Emily Robinson Pam Sanders
Year 2	Amy Howarth/Clare Smith	Sally Sadiq
Year 3	Nicola Moore (Mon-Weds) Jill Hatcliffe (Weds-Fri)	Anne Wenham Kym Shemmans Sigrid Richards
Year 3/4	Jane Starrs (Mon-Weds) Cate Williams (Tues-Fri)	
Year 4	Ben Walker	
Year 5	Paula Riley	Rebecca Lawson

Year 5/6	James Brown	
Year 6	Emma Finnerty	

School Office	Sharon Lowe - Office Manager Claire Robinson - Admin Assistant
Caretaker	Andy Warbrick
Mid-day Supervisors	Sue Howarth (Lead) Rebecca Hamilton Michelle Johnstone Carly Tennant Arianne Chicot Chrystal Ard      Sports leader
Cook	Catherine Tallon
SOCKs	Becky Hamilton – Manager Sue Howarth – Deputy Manager Michelle Johnstone Arianne Chicot Clare Brooks Carly Tennant

## 5. School dates 2023-2024

### Autumn term 2023

School reopens on: Tues 5<sup>th</sup> September 2023

School closes on: Fri 22<sup>nd</sup> December 2023

Half term holiday: School closes on Fri 20<sup>th</sup> Oct and reopens on Mon 30<sup>th</sup> Oct 202

### Spring term 2024

Term starts on: Mon 8<sup>th</sup> Jan 2024

Term ends on: Thurs 28<sup>th</sup> March 2024

Half term holiday: School closes on Fri 16<sup>th</sup> Feb and reopens on Mon 26<sup>th</sup> Feb 2024

### Summer term 2024

Term starts on: Mon 15<sup>th</sup> April 2024

Term ends on: Weds 17<sup>th</sup> July 2024

Half term holiday: School closes on Fri 24<sup>th</sup> May and reopens Mon 3<sup>rd</sup> June 2024

May Bank Holiday: Monday 6<sup>th</sup> May 2024

## 6. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email: [standrewsramsbottom@bury.gov.uk](mailto:standrewsramsbottom@bury.gov.uk)
- Put the subject and the name of the relevant member of staff/department in the subject line
- We'll forward your email on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

We try to respond to all emails as soon as possible. It may be necessary for us to make further enquiries with other staff members.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	School office
School trips	School office
Uniform/lost and found	School office/class teacher
Attendance and absence requests	If you need to report your child's absence, call: 01706822649  If you want to request approval for term-time absence, contact Mr Marsh in writing.
Bullying and behaviour	Your child's class teacher/Mr Marsh/Mr Brown  Not the school office
School events/the school calendar	School office
Special educational needs	Miss Williams/Your child's class teacher  Not the school office
Before and after-school clubs	SOCKS/Rebecca Hamilton/School office
The PTFA	
The governing board	Mr R Ruston (Chair of Governors)
Catering/meals	School office

## 7. Timing of the school day

### Foundation stage

TIME	ACTIVITY
8:30 am	School playground opens
8.45-8.55 am	Entrance by small gate
12.00 noon	Lunchtime begins
1.00 pm	Lunchtime ends
2.00 pm	Afternoon Break
3.15 pm	School ends

### Key stage one

TIME	ACTIVITY
8:30 am	School playground opens
8.45-8.55 am	Entrance by main gate
12.00 noon	Lunchtime begins
1.00 pm	Lunchtime ends
2.00 pm	Afternoon Break
3.15 pm	School ends

### Key stage two

TIME	ACTIVITY
8:30 am	School playground opens
8.45-8.55 am	Entrance by main gate
12.15 pm	Lunchtime begins
1.15 pm	Lunchtime ends

TIME	ACTIVITY
	No Afternoon Break
3.20 pm	School ends

## 8. SOCKS (Schools Out Club for Kids)

If you require information regarding our before/after school club provision there is an information booklet on the school website.

## 9. Drop Off and Pick Up Arrangements

### Morning

Parents and carers arriving by car are asked to park responsibly and safely with thought for the local community. Please escort your child safely across the various main roads and crossings.

Children can arrive from 8.45am to 8.55am and walk straight into school via the playground.

### Late Arrivals

Children arriving after registration are asked to enter by the front office and register at the school office.

### End of School day

Parents and carers are asked to stand on the playground and wait for their children. All pupils will be brought out by a member of staff from their class.

Children going to SOCKs will be collected by a staff member from their classroom.

### Late Collections

Parents and carers are asked to inform the school office if they are going to be late for collecting their child after school. Children who are waiting for parents who are late will be asked to wait in the office.

### School Safety

The gates are locked between 9.05am and 3.10pm each day to ensure children's safety. Please use the main front door and report to the office if you need to come into school during the day.

No dogs or smoking on the school site please.

The School cannot be held responsible for children playing on the playground equipment before or after school. Please ensure that your children are supervised and do not access play equipment before and after school.

## 10. School meals information

### Aims:

St Andrew's CE Primary School aims to provide an environment that promotes the health and well-being of pupils, parents and staff by ensuring that all food provision and food messages are healthy and consistent. St Andrew's School staff recognise and are committed to the fact that healthier children learn more effectively.

### School Meals:

Food is provided by the Bury School Catering Service.  
The school buys into this service as part of an annual buy-back.

On offer each day there is:

- a minimum of two choices of main course with vegetables or salad, plus potatoes or an alternative carbohydrate such as pasta. In many schools there is also a third choice option of jacket potato with a variety of fillings
- two choices of dessert or fresh fruit
- extra bread
- a non-meat choice
- a drink which could be fruit juice, milk or water

The school menus run on a three-week cycle which is changed twice a year to avoid repetition and introduce new dishes.

Please let us know if your child has any special dietary requirements. Pupils with specific food-related conditions such as coeliac, milk/egg/dairy free and lactose intolerance can be catered for if we are provided with a diet sheet from the pupil's dietitian, hospital or GP. If we can, we will accommodate specific dietary needs from our standard menu and ingredient range. We do not knowingly serve foods containing peanuts or tree nuts. If any specialist dietary preparations and prescription foods are required these will need to be supplied by the pupil's parent or carer.

We are able to supply meals suitable for most cultural needs. Certificated Halal meat is available in most schools where there is a requirement. Copies of certificates are available on request.

### **School Grid**

The school operates a lunchtime admin system called School Grid. The system puts parents back in the driving seat allowing you to order remotely. The convenience of payment options such as Direct Debit and cards make managing school meals simple.

The benefits for parents:

Children pre-order the main course and dessert at home accompanied by their parents.

Payment for parents is convenient and includes payments by direct debit, credit and debit cards.

Parents can communicate directly with the kitchen team and feedback on satisfaction through micro surveys, cook compliments and dish star ratings.

Active Allergy protection is built-in allowing orders to be placed without concern for allergies.

It is flexible, parents can choose meals occasionally, as well as 5 days a week or even a whole term if they want.

You can order on a daily, weekly, monthly or even termly basis. The system will allow you to place as many orders in advance as you like, up to the point the menu has been opened for. You can also make a same-day order up to 8:55am.

For payments, you have two options on SchoolGrid. You can top up your account by making a card payment or alternatively, you can set up a Direct Debit. We will no longer be using the current methods of payment.

With Direct Debit, SchoolGrid collects the payment on a monthly basis and it is collected in arrears. You are only charged for the meals that are actually collected at lunchtime, so your Direct Debit amount can vary depending on the amount of meals taken within the period. A statement will be sent to you two weeks prior to the collection, detailing the exact date and the amount to be collected, as well as all the meals included.

All pupils in Reception and KS1 are currently entitled to a Universal Free School Meal.

### **Packed Lunches:**

Parents are encouraged to provide a healthy lunch box.

Parents may be consulted by a class teacher or Headteacher if any issues arise with children's packed lunches.



Children are encouraged to take home anything they do not eat from their lunchbox. This allows parents to see what their child has/has not eaten.

NO NUTS OF ANY KIND are allowed (including peanut butter)

### **Snacks:**

All Reception and Key Stage 1 children are offered a piece of fruit/vegetable each morning which they eat during the mid-morning break. Leftover fruit/vegetables are given to Key Stage 2 children when possible.

Milk is available each day at break time. This is paid for by parents and costs 26p per day. The cost is kept low by the EU School Milk Subsidy Scheme and the school does not seek to make any profit from this. Milk provided is semi-skimmed and kept refrigerated.

The School council runs a twice weekly healthy tuck shop for Key Stage 2 pupils.

Reception children have a snack provided each morning on a rolling system. They choose when they want to eat a piece of fruit/vegetables and have a drink of water/milk. Once they have had their snack they place their name in a box. As well as this snack and drink, water is provided for all children throughout the day

### **Water:**

Fresh drinking water is available throughout the day. Pupils are provided with individual bottles from which to drink. Plastic cups are provided in Reception class.

Water fountains are provided in the Reception and Years 5 & 6 classrooms, on the corridor outside Year 2 and in the Staff Room.

Year 6 monitors ensure every bottle is filled before school starts.

Water may be served as part of the school meal at lunchtime.

### **Free school meals:**

Your child might be eligible for free school meals if you access:

- › Income Support
- › Income-based Jobseeker's Allowance or Employment and Support Allowance
- › Support under part VI of the Immigration and Asylum Act 1999
- › The guaranteed element of Pension Credit
- › Child Tax Credit
- › Working Tax Credit run-on
- › Universal Credit

#### **› How do I register?**

To register, please contact the school office for further information

## 11. Uniform list

Our policy for children's school uniform is based on the belief that a school uniform promotes a sense of pride in the school, engenders a feeling of community and belonging, is practical and smart, identifies the children with the school is not distracting in class (as fashion clothes might be), makes children feel equal to their peers in terms of appearance, is regarded as suitable, and good value for money, by most parents and has been designed with health and safety in mind.

**The uniform is as follows:**

### Boys

- School navy blue sweatshirt with school logo
- School sky blue polo shirt with school logo
- School navy blue fleece and/or reversible fleece jacket with school logo
- School book bag with school logo
- Grey/black trousers or grey/black shorts

### Girls

- School navy blue sweatshirt with school logo or navy blue sweat cardigan with school logo
- School sky blue polo shirt with school logo
- School navy blue fleece and/or reversible fleece jacket with school logo
- School navy blue book bag with school logo
- Grey/Black skirt, grey trousers or grey pinafore dress (with zip front)
- Blue gingham dresses may be worn in the summer term

**For PE all children need:**

- School white t-shirt
- School gym bag with school logo
- Black PE shorts
- Black gym pumps/Velcro trainers
- A pair of trainers and a tracksuit for outdoor P.E.

Please Note: PE kits should be kept in school all week and fully labelled with the child's name.

### Footwear

Black shoes with flat heel or **plain black** trainers. Boots are not appropriate footwear for school. If it is a wet or cold day and your child need to wear wellies or warm boots to travel to school, please make sure they have normal school shoes to change into.

### Optional items

School navy blue sun cap with school logo

### Jewellery

On health and safety grounds we do not allow children to wear jewellery in our school. This includes the wearing of earrings for boys and girls. Children may wear a watch.

### Hair, Make up and Cosmetics

Hair should look natural with no tramlines, Mohicans or unusual colours. Long hair must be tied up. Make up and nail varnish are not considered appropriate or consistent with our school uniform. The school does not permit such products to be worn by any children.

**All clothing and footwear should be clearly labelled with your child's name. This saves so much time reuniting children with lost items.**

## **12. Illness and absence**

If children are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As they grow and prepare for their next stages of education and employment, they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where pupils are not conforming to our high expectations for attendance and punctuality, we will put into place effective strategies to bring about improvement.

All staff will complete registers accurately for each session and will draw to the Headteacher's attention any absences that are cause for concern or suspicion.

Pupils arriving late will be marked as late in the register and this will be kept as a record. The number of lates will be reported at the end of the school year on the child's annual report.

Parents are asked to telephone or notify the school if their child is absent or ill.

The school office will make telephone contact with a home when a child is absent if the parents have not notified the school that their child is absent.

Where a child is developing a pattern of 'occasional' absences the parent will be contacted to discuss the pattern of absences.

The school will use welfare and attendance officers to follow up absences that are suspicious or causing concern.

Where necessary the school will work closely with the LA to take action against those unlawfully keeping children from school.

Requests for absences during term time will only be considered in exceptional circumstances. A family holiday does not constitute exceptional circumstances and will not be authorised by the Headteacher. Parents are reminded that they should not take children out of school during term time. Unauthorised absences may be referred to the local authority and a penalty notice issued.

## **13. Medical Policy**

The school's Medical policy can be found on the school website. This policy has been drawn up to ensure that children with medical needs receive proper care and support at school to enable regular school attendance.

It also covers:

- The administration of medicines
- Head injuries
- Contagious/Infectious Illnesses
- First Aid
- Hygiene
- School Trips
- Record keeping & confidentiality

**If your child has vomited or had diarrhea during the night or before school starts they should not be brought to school. When a child has been sick they should be kept away from school for 48 hours after the last time they were sick.**

## 14. Homework

The school's Homework policy can be found on the school website.

### **Foundation Stage and Key Stage 1:**

With younger children most literacy homework is undertaken in the form of reading. Learning to read is highly crucial and therefore much emphasis is placed on reading at home.

The school sees the role of the parent/carer as fundamental in a child's reading development. Children take home a reading record with their reading book to allow for a two-way communication concerning the child's reading progress.

Mathematics homework is also set - much of which develops from the numeracy lessons in school and helps to develop and consolidate numerical skills. Mathematics homework will often be investigative e.g. see how many squares you can find in your house or see how many objects with right angles you can find etc.

Spelling is given as a homework activity.

Homework relating to class topics may be set half termly.

Homework activities (all of the above) for a half term can be included on a Homework Grid and a date set for when homework should be completed.

Other homework may be given at the discretion of the teacher.

### **Key Stage 2:**

At Key Stage Two reading remains an important activity and all children will be expected to read at home on a regular basis. The children have a reading record in which the parents make comments as appropriate, and sign.

Spellings will be set for the children to learn.

Mathematics work set includes learning multiplication tables, number bonds and further practice of work covered in school.

Homework relating to class topics may be set half termly.

As in Key stage 1, homework activities (all of the above) for a half term can be included on a Homework Grid and a date set for when homework should be completed.

Other homework may be given at the discretion of the teacher.

As a Dyslexia Aware school we ensure inclusion for children if they show dyslexic tendencies. The whole staff have received Dyslexia Awareness training and can recognise dyslexic tendencies. Strategies are in place to support these pupils.

## 15. Educational Visits

School trips and in-school visits are an essential part of your child's learning and development. During the academic year, your child will be undertaking a number of trips or enjoying sessions from visitors in school. In order for your child to participate in these activities, you will be asked to give your permission by signing and returning a trip consent form, and you may be asked for a voluntary contribution. If insufficient voluntary contributions are received it may not be possible for the visit to go ahead.

You will always be advised of any major trips in advance. We warmly welcome parents, carers or grandparents to come with us as helpers on our trips. Please come and talk to us nearer the time, if you are interested in helping on any of our trips.

Pupils receiving Pupil Premium may be able to receive assistance with payment for school visits. Please ask at the office for details.

## 16. Extra-Curricular Activities

As a School we aim to provide a rich variety of extra- curricular activities. Some of these are run at lunch times and after school by members of school staff and there is no charge for them. On occasions these clubs may have to be cancelled due to other commitments or poor weather conditions.

In addition, we also have a range of activities provided by external providers who might charge for their club or activity. The school office is able to update parents on which clubs and activities are available for particular year groups. However, payment and registration arrangements are made directly with the providing club and are not the responsibility of the school office.

Pupils receiving Pupil Premium may be able to receive assistance with payment for extra-curricular activities. Please ask at the office for details.

## 17. Music Lessons

Music lessons are provided by Bury Music Service for pupils in Years 2 to 6. Children can choose to learn to play from a range of musical instruments in a weekly lesson. Further information can be found in a leaflet that can be picked up at the school office.

## 18. Governing board

School governors provide strategic leadership and accountability in schools. Governors appoint the Headteacher and Deputy Headteacher. It is governors who hold the main responsibility for finance in schools, and it is governors who work with the Headteacher to make the tough decisions about balancing resources.

Each individual governor is a member of a governing board, which is established in law as a corporate body. Individual governors may not act independently of the rest of the governing board; decisions are the joint responsibility of the governing board.

The role of the governing board is a strategic one, its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the Headteacher (a critical friend)

The Headteacher is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing board.

The governing board is comprised of the following members:

Chair	Mr Robert Ruston
Vice Chair	

Headteacher	Mr Damian Marsh
Parent	Mrs Sally Boyd
Parent	Mr Josh Mangas
Parent	Ms Joanne Bell
Parent	Mrs Katrina Heywood
Parent	
LA Representative	Vacancy
Foundation	Mrs Sandra Blackmore
Foundation	Mr Raynerd
Staff	Mrs Paula Riley

## 19. PTFA

The school has a very much valued Parents Teachers & Friends Association. Various social and fund - raising events are held throughout the year. The PTFA offers a positive means by which parents can contribute to the school and help to provide some “extras” for the children. Recent fundraising has helped us to provide exciting new play equipment and the remarking of the playground.

All parents are automatically members of the PTFA. A group of parents have volunteered to be part of the FRIENDS committee to organise events, new volunteers are always welcome to help out with individual events and to join the committee. Meetings are advertised in our newsletter and on the school website.

Please also visit the PTFA section on the school website.

## 20. Complaints

The school’s Complaints policy can be found on the school website.

**Please note that it is always better to talk to us in the first instance if you have a problem or issue with something connected to school.**

## 21. Behaviour

The school’s Behaviour policy can be found on the school website.

## 22. Health and safety information

The school’s Health and Safety policy can be found on the school website.

## 23. Relationships and sex education (RSE)

The school’s RSE policy can be found on the school website.

## 24. Special educational needs (SEN)

The school’s Special Educational Needs policy and SEND report can be found on the school website.

## 25. Privacy notice

### Aims:

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

The school's policy applies to all personal data, regardless of whether it is in paper or electronic format.

### Who processes your information?

St Andrew's CE Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

The governing board has overall responsibility for ensuring that our school complies with all relevant data protection obligations. The governor with specific responsibilities at St Andrew's is Robert Ruston.

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the governing board and, where relevant, report to the board their advice and recommendations on school data protection issues.

The DPO is also the first point of contact for individuals whose data the school processes, and for the ICO.

Full details of the DPO's responsibilities are set out in their job description.

Our DPO is Adrian Stygall, and is contactable via [adrian@safeguardingmonitor.co.uk](mailto:adrian@safeguardingmonitor.co.uk)

0330 400 4142

2 Wellington Place, Leeds, LS1 4AP

The Headteacher acts as the representative of the data controller on a day-to-day basis.

### Why do we collect and use your information?

St Andrew's CE Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Data Protection Act 2018 (DPA 2018)
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service

- To comply with the law regarding data sharing
- To safeguard pupils

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special Educational Needs and Disability (SEND)
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at St Andrew's CE Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The school is required to share pupils' data with the Department for Education on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. St Andrew's CE Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

St Andrew's CE Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE



## What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how St Andrew's CE Primary School uses your personal data.
- Request access to the personal data that St Andrew's CE Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way St Andrew's CE Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

## Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.standrewsramsbottom.co.uk](http://www.standrewsramsbottom.co.uk)) or download our GDPR Data Protection Policy.

## 26. Social media policy and internet acceptable use agreement

The following is taken from the school's **internet acceptable use agreement**:

**Internet and ICT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

✓ **Use of digital images, photography and video:** I understand the school has a clear policy on "The use of digital images and video" (see below) and I support this.

- ✓ I understand that the school will necessarily use photographs of my child or include them in video material to support learning activities.
- ✓ I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.
- ✓ I will not take and then share online, photographs of other children (or staff) at school events without permission.

**Social networking and media sites:** I understand that the school has a clear policy on “The use of social networking and media sites” and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour. This includes naming staff or children on any platform.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

## **Conclusion:**

**We hope that you have found the information in this handbook useful.**

**Remember that our school website is a great place to look for more information about our school and what we are up to.**