

St. Peter's Church of England Primary School

# Family Information Update

2020 - 2021



# St. Peter's Church of England Primary School

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Proud to be part of the  
**Mid-Trent**  
Multi Academy Trust

Friday 11<sup>th</sup> September 2020

Dear Parents and Carers,

Please find enclosed a range of policies and information which we hope you will find useful. It is our responsibility each year to provide families with the most up to date information and procedures so that you can familiarise yourselves and give appropriate and informed consents which help us to provide the very best learning experience for your child.

This booklet is available for you to refer to throughout the year, however we kindly ask that you complete the online Consent and Information Form available [here](#) by Monday 21<sup>st</sup> September 2020. You will need to complete one form for every child you have in school and we will use this information to check our records are up to date and ensure your child's health and safety, in line with your wishes.

Included in this information pack is:

- Home School Agreement 2020-2021
- Learner Acceptable Use Agreement (ICT)
- Parent Acceptable Use Agreement (ICT)
- General Educational Visits Consent
- Privacy Notice 2020

As always, if you have any queries, questions, comments or suggestions about any aspect of this guidance, please do not hesitate to contact us in the usual way.

Yours Sincerely,

Mrs C Pilkington  
**Headteacher**

*Opening doors with learning, faith and care*

# Home-School Agreement 2020-2021



Our core moral purpose is encapsulated in our vision statement:

***Opening doors with learning, faith and care.***

With the support of parents, learners and school staff, we will endeavour to ensure that every child has the right to the best possible learning experience, providing them with superb knowledge, skills and understanding throughout their learning adventure and allowing all to flourish and grow as children of God. We have high aspirations for every child in our school, and strive to ensure that every second of their journey is magical, memorable and of the highest possible standard.

Our expectations for all members of our learning community are encapsulated in our school values and we endeavour to demonstrate these values through our thoughts, words and actions every day. As a school we value:

**Perseverance:** We all have a can do attitude and we try our best in all that we do. We understand that not everything we do in life will be easy, but with support, guidance and belief we know we can achieve more than we ever dreamed possible.

**Thankfulness:** We are thankful for all that we have and make the most out of every opportunity we are given. We use our own unique talents and gifts to support others and we are always well-mannered in our work and play.

**Respect and Responsibility:** We value each other, our school and our community and we demonstrate respect in all that we do by listening carefully to others and following the school rules. We take responsibility for our actions and for our learning environment, and together we make St. Peter's a wonderful place to be.

**Compassion:** We consider other people's feelings in all our actions and behaviour, understanding that our actions have an impact on those around us. We endeavour to act in ways which make others happy, we support and encourage others to succeed and never act intentionally to hurt or cause upset.

**Friendship:** We are kind to each other and we make everybody feel welcome. We grow our school and our own success by being selfless, understanding and including others, demonstrating loyalty and helpfulness in all that we do.

**In support of this, the school will:**

- Provide a broad and balanced curriculum.
- Ensure your child is enabled to excel through a high standard of teaching, matched to their needs
- Inform you about your child's progress regularly
- Discuss with you any concerns or problems that affect your child's learning or behaviour.
- Provide impactful home learning in accordance with the school policy and government guidelines.
- Contact you if there is a problem with attendance, punctuality or equipment.
- Keep you informed about school activities through regular updates on Class Dojo and Newsletters.
- Welcome you to become involved in the daily life of the school.

**As Parents/Guardians with Parental Responsibility, I/we will:**

- Ensure that my child comes to school regularly and on time and avoid taking my child out of school during term time.
- Notify the school if my/our child is unable to attend and the reasons for any absence.
- Attend Parents' Evenings/Open Days and discuss my child's progress, raising any concerns that I may have professionally.
- Support my child in their home learning.
- Respond to opportunities to become involved in the life of the school.
- Support the school if concerns regarding my child's behaviour are raised and work with the school in partnership to ensure that my child is able to meet the school's expectations for positive behaviour for learning.

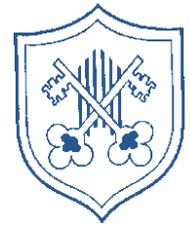
**As a pupil of St. Peter's Church of England Primary School, I will:**

- Attend school regularly.
- Bring all the equipment I need each day.
- Wear the school uniform and be tidy in appearance.
- Work hard and to the best of my ability at all times.
- Be respectful, polite, kind and helpful to others.
- Be respectful of my environment.
- Do my best to behave well at all times.
- Complete all homework set on time and to a high standard.

**As Headteacher of St. Peter's Church of England Primary School, I commit to:**

- Supporting all parties in fulfilling their agreements.
- Creating the most exceptional, effective and safe learning environment for every child, including a curriculum which ignites imaginations and gives every child a thirst for learning beyond the school day.
- Responding to comments and concerns quickly and effectively, working with all parties to reach a resolution wherever possible.
- Working with all parties with empathy and understanding.
- Supporting behaviour of all learners, fostering a nurturing and enjoyable environment for learning.
- Maintaining a relentless focus on progress for every child, promoting personalised learning to meet their needs and to enable them to achieve more than they ever dreamed possible.

# ICT Acceptable Use Agreements 2020-2021



## Pupil Agreement

All pupils use computer facilities, including internet access, as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Online Safety Rules have been understood and agreed.

### Mid-Trent Multi Academy Trust Online Safety Rules:

- Never share your address or personal information on the internet.
- Do not eat or drink when working on ICT equipment.
- Personal ICT equipment (inc. mobile phones) should be handed to the class teacher at the beginning of the day and returned at the end of the school day.
- Ensure that you stay in your seat to avoid tripping over wires.
- Only access the internet for the task that you have been given
- Usage of the computers will be monitored by the IT Coordinator using forensic software. Only school appropriate content should be viewed. The Headteacher will be made aware of any inappropriate use that is reported.
- Carry all laptops with both hands. No more than two laptops to be carried at once.
- Only sign on with your own log-in details unless working in a group/pair. Keep your own password safe
- Only send emails within Purple Mash, unless prior permission is given by a teacher.
- Social networking sites are banned in school and filters are used to block access to these sites.
- Cyber-bullying is not tolerated.

## Parent Agreement

### Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies 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 Agreement 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 ICT systems and users are protected from accidental or 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 Trust and its schools will ensure that learners will have good access to ICT to enhance their learning and will, in return, expect the learners to agree to be responsible users.

*Parents are requested to sign the permission form (online) to show their support of the Trust and its schools in this important aspect of their work.*

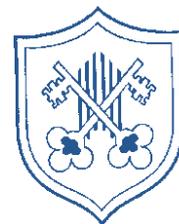
### **Parent/Carer Agreement**

As the parent / carer of the named learner, I give permission for my son / daughter to have access to the internet and to ICT systems at school. I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – 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.



## General Educational Visits Consent

In order to make our educational visits procedure more efficient, and to reduce the amount of paperwork you need to complete we introduced this general consent form for school trips. This would mean that you would only need to complete a consent form once a year to cover all visits, and not an individual consent form for each activity. We would always inform you of any visit your child is scheduled to attend and any associated costs.

Following receipt of this permission, we would assume that every child to whom the visit applied would participate in all visits throughout the year, unless you informed the class teacher that you did not wish them to attend an individual trip. If this was the case, we would urge you to speak to them about any questions or concerns you may have, in order that we may work together to find a solution which would allow your child to participate.

If your child is attending a visit, we would require you to provide your child's class teacher with any medical information and/or medication the child is currently taking at the time (which is not already held in school) prior to departure, along with the relevant completed consent forms for its administration. We would also ask that you ensure the contact information we hold for you is up to date.

We appreciate that some visits are more complex, and as such we will ask for individual consent for the following:

- Residential visits
- Visits which take place during the holidays or over a weekend
- Adventurous activities
- Where a private car is to be used
- Any other visit which it is felt requires individual consent

We hope that this procedure will benefit all involved, but please do not hesitate to contact us if you have any further questions, comments or concerns.

# St. Peter's Church of England Primary School

## GDPR Privacy Notice

### Who processes your information?

Mid-Trent Multi Academy Trust (hereafter called The Trust) is the data controller of the personal information you provide to us at St Peter's CE Primary School. This means the Trust via 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.

Mrs Charlotte Pilkington acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01889 270233 or [headteacher@st-peters-hixon.staffs.sch.uk](mailto:headteacher@st-peters-hixon.staffs.sch.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor.

Tracey Thorley is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via the school office on 01889 270233 or [office@st-peters-hixon.staffs.sch.uk](mailto:office@st-peters-hixon.staffs.sch.uk).

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

The personal data collected is essential in order for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information for the following reasons:

- a) To support pupil learning
- b) To monitor and report on pupil attainment progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our service
- e) To comply with the law regarding data sharing
- f) To safeguard pupils

### Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

We collect and use this personal data in order to meet legal requirements and legitimate interests set out under General Data Protection Regulation and UK law including those in relation to the following:

➤ Article 6 and Article 9 of the GDPR ➤ Education Act 1996 ➤ Regulation 5 and 8 School Information (England) Regulations 2008 ➤ Education (Pupil Registration) (England) (Amendment) Regulations 2013

### **Collecting this information**

We obtain pupil information via data collection sheets at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information. While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

### **Which data is collected and processed?**

The categories of pupil information that the school collects, holds and shares (when appropriate) includes but is not restricted to:

- Personal information (such as names, pupil numbers contact details and addresses)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as number of absences and absence reasons)
- Assessment and attainment information (such as national curriculum assessment results)
- Relevant medical information (such as child health, allergies, medication and dietary requirements)
- Information relating to Special Educational Needs
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

## **Data Sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
  - The Department for Education (DfE)
  - The pupil’s family and representatives
  - Educators and examining bodies
  - Our regulator e.g. Ofsted
  - Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
  - Our auditors
  - Survey and research organisations
  - Health authorities
  - Security organisations
  - Health and social welfare organisations
  - Professional advisers and consultants
  - Charities and voluntary organisations
  - Police forces, courts, tribunals
  - Professional bodies

## **Department for Education and National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information on the NPD please see the department’s webpage <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supportinginformation> .

## **What are your rights?**

Under GDPR, parents and pupils have the right to request access to information about them that we hold (Subject Access Request). Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. If you would like to make a request please contact Mrs. S. Rowe (office administrator) on 01889 270233 and [office@st-peters-hixon.staffs.sch.uk](mailto:office@st-peters-hixon.staffs.sch.uk).

Other rights Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- A right to seek redress, either through the ICO, or through the courts

To exercise any of these rights, please contact our data protection officer.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **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 Tracey Thorley. The data protection officer can be contacted via the school office on 01889 270233 or [office@st-petershixon.staffs.sch.uk](mailto:office@st-petershixon.staffs.sch.uk).