

King Ina Church of England Academy
aims to:

www.kingina.somerset.sch.uk

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Welcome

Welcome to our new school guide for parents for the academic year starting in September 2020. We hope this prospectus will provide you with all the essential information you might need about our Academy, as well as offer a brief insight to what life is like here at King Ina Church of England Academy.



Country Dancing on Wells Cathedral Green

King Ina Church of England Academy is for four to eleven year olds, with the additional provision of our Owlets pre-school for children from two years old.

Within our secure Christian environment, our vision is to develop healthy, happy, motivated learners who aspire to achieve their full potential and who look to the future with confidence.

Our creative curriculum enables children to learn through hands on, practical experiences, encouraging enquiring minds and a thirst for learning. We provide a range of enrichment opportunities including themed days, charity fundraisers, sporting and artistic events and we work closely with members of the local community to enhance the children's learning.

We have selected 6 school values that we want the children to learn about during their time at King Ina Church of England Academy:

- Believe - We **hope** for a better world where everyone is kind and respectful of each other and we believe in a bright future.
- Determination - We use **endurance** to be the best we can be and never give up.
- Friendship - We are **friendly, caring, honest** and **supportive** to all in our community.
- Calm - We are **peaceful** and have healthy minds and bodies that help develop our well-being.
- Eco-friendly - We respect, love and care for the world God **created** for us to live in.
- Community - We work together as a **team** in all that we do in our school and wider community.

We provide high quality nurture and guidance, to support every child's needs across the academy and we work in partnership with parents for the very best outcomes for the children.

If you would like to visit our academy, please contact the office staff who will arrange a suitable time for you.

Suzie Svenson
Headteacher

School Times, Terms and Holidays

The School Day

Children should arrive at school at 8:40am when the school is opened and, unless engaged in an after-school activity, the children are expected to be off the premises by ten minutes after the end of school.



KS 1 children at work

School Times:

SESSION	INFANTS	JUNIORS
Morning	8:50am - 12.00noon	8:50am - 12:15pm
Break	10:30am - 10:45am	11:00am - 11:15am
Lunch	12.00noon - 1:00pm	12:15pm - 1:15pm
Afternoon	1:00pm - 3:00 pm	1:15pm - 3:15pm

The School Year - 2020/2021:

Term 1

7th September to 23rd October 2020

Term 2

2nd November to 18th December 2020

Term 3

5th January to 12th February 2021

Term 4

22nd February to 31st March 2021

Term 5

19th April to 28th May (May Day 3/5) 2021

Term 6

7th June to 23rd July 2021

There will be no school on In-Service Training Days, (INSET days) of which there are five in a school year. If a Bank Holiday occurs on a day that would otherwise be a normal school day, there will be no school.

INSET Days for 2020/21:

Thursday 3rd September 2020

Friday 4th September 2020

Monday 4th January 2021

Thursday 1st April 2021

Monday 28th June 2021

Attendance

Here at King Ina Church of England Academy, we encourage our children to attend school every day in order to fulfil their potential as long as they are fit and healthy. Parents have a legal responsibility to ensure that children attend school regularly and arrive on time, properly equipped and ready to learn.

Illness and Medical Absence

If your child is absent from school if they are unwell or for a medical reason, parents must phone the office first thing in the morning.

Absence and Leave in term time

Parents should be aware that holidays during term time will only be authorised in exceptional circumstances. All requests should be made to the Headteacher in the form of a letter, clearly stating the exceptional circumstances. The decision whether or not to authorise the absence, will be at the discretion of the Headteacher. Please note that unauthorised absences for holidays taken during term time **may** result in a Penalty Notice being issued by the Local Authority. This equates to £60 per parent, per child.

For full details please see Appendix 'Attendance Policy'.



KS1 children at work



KS1 and KS2 children working together

Safeguarding Children

We at King Ina Church of England Academy take our Safeguarding responsibilities very seriously. This means that we ensure that everyone working in the school has successfully completed the necessary clearances to enable them to work with your children. All our Academy staff receive safeguarding training and our Designated Safeguarding Lead is Mrs Suzie Svenson and Deputy Safeguarding Leads are Miss Hedda Walker, Mrs Laura Ruddle and Mrs Alison Peasey (Owlets).

We would always hope to share any concerns we may have about your child with you at the first opportunity. We hope you will also share any concerns with us about your child, or any other child. Part of our legal duty to safeguard your children, may also include us needing to consult with and take advice from other agencies such as the Police or Children's Social Care, should the need arise.

By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

Religious Education

Collective Worship is held daily and includes Praise Assemblies, Hymn Practice and Class Worship.



KS2 trip to Wells Cathedral studying Art

Some assemblies are held in the Parish Church on certain Festival days (e.g. Harvest, Christmas and Easter). The Infant Nativity and Junior Christmas Carol Services are held in the church so that as many parents as possible are able to attend.

Although we are a Church of England Foundation, the school fully acknowledges and accepts the responsibility for pupils of other denominations. In accordance with the terms of the Education Act 1944, parents have the right to withdraw their children from receiving Religious Education at school if they so wish. Any parent who wishes to do so must write to the Headteacher.

Since September 2001 the school has followed the agreed County Syllabus for Religious Education.

Relationships and Sex Education

Parents are sometimes concerned about Sex Education. We believe that the role of the primary school is to ensure that questions are honestly answered at the right level of the child's understanding and without emotional overtones

Our Relationship and Sex Education is fully in line with the government guidelines and works alongside our School Values, RE, PSHE and Science curriculum, always complementing our Christian Ethos and the wider community in which we live.

Our Relationship and Sex Education policy considers and values the role and views of our parents and welcomes them to work alongside us in developing and reviewing how we teach Relationship and Sex Education here at King Ina.

Homework

The Children will be asked to complete some homework tasks to support the work that is being undertaken in class or to help with the current class topic.

Children are also encouraged to learn basic Maths (e.g. times tables) and new words, practise their handwriting, spellings and read at home.



KS1 World Book Day



KS2 Roman Day

School Excursions

Classes are sometimes taken on excursions during the school day. On each occasion, a letter giving full details of the excursion, including a parental consent form, is sent home to parents.

The Academy has a policy for charging for school activities. A copy of this policy is available on our website for any parent who may wish to consult it.

All trips 'mainly in school time' will be supported by voluntary contributions from parents. The school may cancel trips, even those of an educational nature, where sufficient contributions are not forthcoming.



Kestrels Class visiting Stonehenge for an Art project

Throughout the year we also invite theatre companies to visit the school and the children may also have the opportunity to experience talks by visiting speakers.

Residential Trips

Every year all KS2 children will be offered the chance to take part in a residential trip. In previous years our Years 3 and 4 children have spent two nights away at the Kilve Court Residential Centre, the Year 5 children have spent two nights in the PGL centre at Osmington Bay and the Year 6 children have spent 4 nights in London seeing the sights and exploring some incredible places. Details of residential trips are circulated at the beginning of the school year.



Years 3 & 4 residential trip to Kilve Court



*Year 5
residential
trip to
Osmington
Bay*



Year 6 residential trip to London

Special Educational Needs and Disabilities (SEND)

The education of children with special needs and disabilities (SEND) is a key element for any school, and important to the creation of a fully inclusive society. Where appropriate, King Ina Church of England Academy aims to give specialist help to children with specific or general learning difficulties **and** to very able children. Pupils are mainly supported within the classroom by their class teacher and teaching assistants. All children have access to the National Curriculum and the work set will match individual pupils' needs and abilities.

Children with particularly severe learning and/or behavioural difficulties may, with their parents' consent, be referred to the Educational Psychologist.

Disabled pupils are given equal access to the school and curriculum as their more able-bodied peers. King Ina Church of England Academy is proud of its ability to integrate such pupils and to provide them with a valuable educational experience in a mainstream environment.

Pupils with special needs are supported with appropriate care funded from the Education Funding Agency, Somerset County Council and the school's delegated budget for special needs and disabilities.

Health Matters

Illness

In the event of a child being taken ill at school, the parent will be informed immediately. The school has a medical room on both sites but no resident nurse and therefore parents may be requested to collect sick children as soon as possible. Staff will administer prescribed medicines but only after consultation with parents and following completion of a consent form.

Accidents during School Time

Children who sustain minor injuries such as small cuts, grazes and bruises will be given first aid by a qualified member of staff. In the event of a child sustaining a more serious injury, first aid will be given by a qualified member of staff and parents will be immediately informed. In the event of parents being uncontactable, medical help may be sought from the local GP's surgery or the emergency services.

All accidents will be recorded in our Accident Book.

Head Bumps

All head bumps will be recorded in our Accident Book and the child will come home wearing a dated 'Head bump wrist band'. Serious head bumps will be followed up with a phone call to parents who should follow usual concussion advice being alert to dizziness and sickness.

Head lice

Head lice is an ongoing problem which affects practically all schools. We do request that parents are vigilant in respect of checking their child's hair for lice and eggs regularly. Any incident of head lice should be treated immediately and the school informed. If head lice are discovered in your child's hair during the school day, parents will be contacted and asked to collect their child, treat their hair and bring them back to school. Information about treatment is available from the school office.

School Uniform, Clothing and Personal Property

The school is justly proud of its pupils and their achievements and our school uniform reflects this. **Please ensure that all clothing is clearly marked with a name label.** Please select from the following list.

Blouse/Shirt*	White short-sleeved polo shirt, white blouse or white shirt
Jumper/Cardigan*	Royal blue V-necked knitted jumper or knitted cardigan
Skirts/Pinafore Dresses	Royal blue tartan kilt, pleated skirt and pinafore dress available from South West Schoolwear in Yeovil, or plain grey
Trousers/Shorts	Grey
Socks	White, dark grey or black
Tights	Grey or black
Shoes	Sensible, in black, or Sandals, sensible, in brown or white
Dresses	Royal blue gingham check
School Tie (Optional)*	Available from the school office or Schoolwear and More
P.E kit	Navy blue shorts, white 'T' Shirt, plimsolls ('daps')/trainers, optional royal blue Hoody*

*Uniform with the Academy logo is available from South West Schoolwear , in store at: 10 Wine Street, Yeovil, BA20 1PW or via: www.swschoolwear.co.uk and Tesco via: www.myclothing.com

Hair Accessories - small clips or bands for practical purposes, no over-sized, large bows or other accessories.

Pupils should not wear nail varnish to school or use coloured hair dye.

Jewellery

As it is impossible for staff to be responsible for any jewellery worn by individuals, we request that children do not wear any to school.

For reasons of health and safety children with pierced ears must wear 'studs' only during school time, and must remove their earrings during P.E. lessons.



Owlets at Play

Lost property

All items should be clearly marked with the name of the child. This applies to lunch boxes as well as clothing. Please check **each term** that the name is still clear.

No responsibility can be accepted for lost items in school such as watches and other personal possessions. Unmarked items will be retained at school for one term only.

Money

King Ina Church of England Academy is a cashless and cheque less academy. On joining our Academy, all parents are given log on details to enable them to use our on-line payment system, ParentPay, accessed via www.parentpay.com for all payments including lunches, trips and clubs.

Your child may need to bring cash in to school for fundraising activities. The academy does not accept any responsibility for monies lost.

School Lunches:

The children on each site eat lunch with their friends in the school hall, with those having hot meals and packed lunches sitting together.

Hot lunches are produced on the Junior site every day. These are provided free for Infant children under the Universal Infants Free School Meals scheme, and cost £2.55 per day for Junior children. Families in receipt of Income Support may be entitled to free school meals. To check for eligibility please apply either using the 'Free School Meals in Somerset' form, available from the school office, or online at: www.somerset.gov.uk/freeschoolmeals.

Menus are published on our website and ParentPay every half term and must be ordered by the Wednesday the week before they are required via www.parentpay.com.

Pupils may prefer to bring in a packed lunch, which should be healthy. For healthy packed lunch ideas please go to www.nhs.uk/change4life/recipes/healthier-lunchboxes

Children are only allowed to remain in classrooms at break or lunchtimes if supervised.

Other Activities & Facilities

House System

All children will be assigned to a house when joining the Academy. House points are awarded for work, conduct, social behaviour and effort. There are a variety of inter-house competitions held throughout the year covering all aspects of the sports curriculum.



KS1 children attending the Wells Cathedral Country Dancing Festival

Club Activities

King Ina Church of England Academy offers some after-school clubs on both sites some lunchtime clubs on the junior site. Details of each lunchtime and afterschool club and any cost involved together with a parental consent slip are sent home with the children at the end of each term ready for the club to start at the beginning of the next term.

Breakfast Club is offered on both sites, each day of the week, this runs from 8am to the start of school. Places for **Breakfast Club** are limited. All Bookings are made via ParentPay and must be placed by the Wednesday the week before they are required.

Music Tuition

Individual musical instrument tuition can be arranged on the Junior site with Mrs. Faulkner.

Lessons can be provided for a range of musical instruments, however, parents are required to pay for these lessons.

Details are available from the school office.



KS1 children at work

Accelerated Reader Scheme

Year 2 children on the Infant site and all children on the Junior site operate the Accelerated Reader Scheme, which can be accessed at home and school. Further information about this scheme will be sent out at the beginning of each school year.

Sports Fixtures - on and off site

Our Junior children regularly take part in home and away sports fixtures, these fixtures are usually against other schools in the Huish Community Learning Partnership (CLP). Details of these events are sent home to parents whose children are invited to participate, with a parental consent return slip. No pupil is allowed to take part without the permission of his or her parents.

Often parents will need to make their own transport arrangements to away fixtures, by sharing lifts with other parents or transporting their own children. A list of those children taking part will be included on the letter sent home so that parents can make arrangements.



Year 3/4 Girls Football Champions



Year 3/4 Boys Football Finalists

Charity Fundraising

We encourage the children to think about events in the wider world and throughout the year the Academy will take part in a variety of charity fundraising days.

We encourage all the children to take part in these events but there is no obligation. Most of these events involve a mufti day with a payment which goes direct to the charity. In recent years we have supported Children in Need, British Legion Poppy Appeal, Christmas Jumper Day, Dementia UK, School in a Bag, St Margaret's Hospice, the Shoe Box Appeal and held a charity 'Bake Off' event with money going to five charities chosen by the children.



KS1 children meeting a guide dog after a fundraising event

Parents, Teachers & Friends Association

The school is fortunate to have a very active PTFA, providing a link between the Academy, the parents and the wider community.

The PTFA has an important role within the life of the school, as well as organising invaluable fund raising activities and social activities for the whole school community. The funds raised enable the academy to provide extra resources and activities to enrich the curriculum of the school.



Owlets at play

Elections to the committee are held at the Annual General Meeting at the beginning of each academic year. The committee is supported by a group of helpers who help at events throughout the year. All parents are members of the Association and we hope that you will be able to support the Committee and the events organised. All the monies raised are used for the benefit of the pupils.

Complaints

We sincerely hope that your child will be very happy at King Ina Church of England Academy and that day to day problems can be sorted out quickly by contacting the school. Nevertheless, there is a formal complaints procedure to deal with complaints from parents in relation to the curriculum, religious worship in schools, or indeed other school matters. The Academy's Complaints Procedures Policy is available on our website.

Staff Information for 2020/21:

Headteacher:	Mrs Suzie Svenson
Deputy Headteacher:	Miss Hedda Walker
Junior Class Teachers:	Mrs Nicole Billenness
	Mr Chris Tune
	Mr Brian Smith
	Mrs Jo Gay
	Miss Louise Smith
	Miss Tiffany Chandler
	Miss Abigail Dare
Infant Class Teachers:	Miss Ruth White
	Mrs Jackie Slade
	Mrs Lisa Wills
	Miss Sophie Berry
	Mrs Sarah Salt
	Mrs Kate Hatt
SENCo	Mrs Laura Ruddle
Business Manager	Mrs Lisa Watts
Finance Officer	Mrs Lucinda Langdon
Junior Administration Officers	Mrs Michelle Goode Miss Susan Harrison
Infant Office Manager	Miss Kate Pettemerides
Caretaker	Mrs Vanessa Raybould
Catering Manager	Mrs Gosia Ostroga
Designated Safeguarding Lead	Mrs Suzie Svenson
Deputy Designated Safeguarding Leads:	Miss Hedda Walker
	Mrs Laura Ruddle
	Mrs Alison Peasey (Owlets)
Chair of Directors	Mr David Speed

Appendices:



Attendance Policy

**Adopted by all the Huish Community Learning
Partnership Primary Schools**



1. **Aims and Targets**

King Ina Church of England Academy believes that regular attendance is important for pupils to take full advantage of the educational provision made available to them. Irregular attendance is likely to place the child at an educational disadvantage. As a school, therefore, we aim to pursue the goal of regular pupil attendance and it is recognised that the partnership between school and home is important. Our school aims to develop children to their full potential. Parents have a responsibility to aid the education process by ensuring that their children attend school regularly, on time, properly dressed and in the right mood to learn. We expect our parents to value school and their children's education and to support our school's rules.

At King Ina Church of England Academy our expected level of attendance is 95%.

2. **Roles and Responsibilities**

The school has a partnership agreement with the Educational Welfare Service and is allocated an Education Welfare Officer (EWO) who will work with the school, children and families to improve and secure good school attendance.

It is the responsibility of parents/carers to ensure that their children attend school.

It is the responsibility of the LA and the school to promote good attendance at school and to have systems in place to keep accurate records of school attendance.

The school endorses a partnership approach between school management, governors, parents and pupils.

3 **School Session Times**

- 3.1 The LA school terms and holiday dates for Community schools and Academies will be adopted.
- 3.2 The Governing Body will decide when sessions should begin and end on each school day.
- 3.3 Guidance on weekly lesson times (excluding collective worship, registrations and breaks) recommends:
 - 21 hours for pupils aged 5 to 7
 - 23½ hours for 8 to 11 year olds
- 3.4 The information will be available to parents and others in the school prospectus.
- 3.5 Details of when changes to the school day can be made are detailed in Guidance for Schools.
- 3.6 Before making changes, the Governing Body will consult the LA, the Headteacher and school staff.

4 **Registration Procedures**

- 4.1 There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon sessions, pupils are marked present, absent, or attending an “approved education activity”. The Education (Pupils’ Attendance Records) Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised. It must also record the nature of any “approved educational activity”.

Where an absence was initially recorded as unauthorised, the register can be amended to reflect that a satisfactory explanation was subsequently provided. The amendment must be made so that the correction is clear.

- 4.2 The school expects both staff and pupils to see the taking of registers as an integral part of the school day. Particular attention will be paid to accurate registration and to the preservation and security of registers.
- 4.3 Register marks will be entered using the SIMS Attendance module by the class teacher or the classroom assistant twice daily: at 8.50am in the morning and at 1.00pm (Infants) and 1.15 p.m. (Juniors) at the start of the afternoon session. A ‘late but arrived before the register had closed’ (L) mark will be recorded for children who arrive after registration has taken place but before registers have closed (9.10am) A pupil will have a ‘late and arrived after the register had closed’ (U) mark and an unauthorised absence if they arrive after 9.10am. Any child arriving after registration must report to the school office.
- 4.4 Teachers of pupils who persistently fail to arrive on time with valid reason should arrange a meeting with parents, whilst keeping the Headteacher informed. If the parents do not have any valid reason for the child’s persistent lateness, the school will consult the Education Welfare Officer.
- 4.5 Manual registers, used when SIMS is unavailable, should be marked in black ink. Present is recorded as an oblique stroke / and the afternoon session marked in the reverse direction \. Absences are shown by N (and followed up by the office staff) for unauthorised absence and O with a symbol inside for authorised absence.
- 4.6 Every session will be accounted for, with no gaps left in the register. Standard codes for the recording of absences are attached as Appendix 1.
- 4.7 Alterations to the register will be recorded.

5 **Recording and Authorising Absence**

- 5.1 The decision to authorise an absence and to record this in the register rests solely with the school. DfE Guidance 10/99 sets out reasons for an approved school activity. This is generally when pupils are receiving formal educational arrangements but not on school site.
- 5.2 It is the responsibility of parents to contact the school as early as possible on the first day of absence. However, if this does not occur, the school will contact parents or guardians by telephone on the first day of absence. If no response or adequate explanation is received from this contact, a letter will be sent to the parents/guardians on the child's return to school requesting a reason for the absence.
- 5.3 Section 444 of the Education Act 1996 provides that no offence is committed where a pupil of compulsory school age is prevented from attending school by reason of illness. If the school is satisfied that a pupil is absent as a result of illness the absence will be treated as authorised.
- 5.4 Where we have reason to doubt the validity of an explanation offered in respect of a particular absence, further information will be requested by the school from the child's parents. If the school continues to be dissatisfied then the absence will be treated as unauthorised.
- 5.5 Leave for medical or dental appointments will be given (i.e the absence will be authorised) where confirmation has been received from the parent (either in person, in writing or by a telephone call) or on production of an appointment card. A record will be maintained in the School Office of the times when children arrive late or leave early due to sickness or medical/dental appointments. If the school needs more information about a medical condition, or is not satisfied with a reason, consent is sought from the parent/carer to contact the GP directly. If permission is not given, the school will expect the parent/carer to provide necessary medical evidence themselves.

Where attendance falls below 90% parent/carer will be asked to provide a copy of the medical appointment and may be requested to provide evidence for all further absence due to illness.

- 5.6 Information on pupils' absences will be included in the Self Evaluation Form and reported to Governors annually.

6 Requests for leave of absence

- 6.1 The Government has issued schools with new legislation which will only allow Head Teachers to grant leave of absence in exceptional circumstances. We believe that children need to be in school for all sessions, so that they can make the most progress possible. If parents/carers make a request for holiday in term time it will only be authorised if the school deems that there are exceptional circumstances and reasons for this to happen.

Such exceptional circumstances may be:

- Where forces personnel are on leave from a foreign posting
- Where significant family events and circumstances occur such as bereavement.

In addition, the child must also have an exemplary school attendance level, have had no exclusions and not be at a critical phase in his/her school career i.e. near taking SATS or at the beginning of an academic year.

Applications must be made in advance, in writing to the Head Teacher, stating the exceptional circumstances with a minimum of 2 weeks' notice. If this is not possible an appointment must be made with the Head to discuss this in advance of the leave of absence.

- 6.2 Any unauthorised absence such as taking holidays in term time when they have not been approved by the school, may result in a Fixed Term Penalty Notice being issued by the Education Welfare Service. The Fixed Term Penalty Notice fees are currently £60 per parent per child.

7 Liaison with the Education Welfare Officer (EWO)

The school seeks to have good working relations with all external agencies, and the EWO has worked with the school in developing these procedures.

The EWO is in regular contact with the school to monitor poor attendance and discuss appropriate intervention strategies. The school will maintain a list of pupils with attendance below 95% as part of attendance monitoring.

EWO referral system

Prior to the EWO involvement, schools are required to take the following steps:

- Send letter to parents/carers raising concerns about attendance.
- Invite parents into meeting if attendance remains a concern.
- Then a referral will be made to the EWO and parents will be informed

The school must supply the following documentation:

- Up to date register certificate
- Copies of letters
- Minutes of any meetings with the family

Depending on the type of referral, parents will receive either a Warning Penalty Notice, Penalty Notice or invitation to a meeting from the EWO. In certain cases parents may be invited to a further meeting and in extreme cases there may be prosecution.

Appendix 1

Attendance Codes

/	Present at AM registration
\	Present at PM registration
B	Educated off-site (not dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded
G	Family holiday (not agreed or sessions in excess of agreement)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/dental appointments
N	No reason yet provided for absence
O	Unauthorised Absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience (not work based training)
X	Non-compulsory school-age absence
-	All should attend / no mark recorded

Privacy Notices

Privacy Notice for Pupils

Our school needs to use data on pupils in order to be able to safeguard pupils and deliver the best education possible. Only essential data is held and there are clear processes in place that govern how we collect use, store and share the data.

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, King Ina C of E Academy, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below).

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 but is not limited to:

- Your contact details
- Assessments of your work
- 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
- Details of where you go when you leave us at 11
- CCTV images

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 all subjects 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 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 education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers 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/carers 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/carers, 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. Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, 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:

Who we share with	Why we share
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	We have to do this by law. This data sharing underpins school funding, educational policy and funding
Your family and representatives	To ensure that they know how you are doing and to protect your welfare
Police forces, courts, tribunals and security services	As we are required to by law
Educators and examining bodies	To ensure that you are entered for exams and your results are recorded
Health and social welfare organisations	Such as the school nurse and the Education Welfare Officer to help look after your health and wellbeing
Our payment service providers	So that you can pay for meals, trips resources and activities.
Providers of electronic learning resources	To allow you to use their resources in class and at home

National Pupil Database

We are required to provide information about you to the Department for Education (a government 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.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies

- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

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

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 our data protection officer.

How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data

- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

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 computer 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 protection 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 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:

Amy Brittan DPO Schools dposchools@somerset.gov.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.