BEXTON
PRIMARY SCHOOL
AND NURSERY



PARENT HANDBOOK

2026-2027

BEXTON PRIMARY SCHOOL
BLACKHILL LANE,
KNUTSFORD,
CHESHIRE
WA16 9DB

www.bexton.cheshire.sch.uk

"Together we can make a difference"

Dear Parent,

Thank you for accepting a place at Bexton, we look forward to working with you to do our very best for your child to make their time at Bexton as happy and enriching as possible. We truly believe in the importance of enjoying learning through a creative and engaging curriculum and we are very lucky to have incredibly dedicated staff who support and nurture the children so they can achieve their very best.

We understand that starting a new school presents challenges for parents as well as pupils and hope that this handbook will help. If you have any questions at all, please do not hesitate to ask your child's class teacher or the school office who will be more than happy to help. Alternatively, further information is also available on our website www.bexton.cheshire.sch.uk

We look forward to getting to know you and sharing your child's learning experience during their time with us.

Emily Armstrong
Headteacher



THE PATHWAY AND OUR SCHOOL AIMS

At Bexton we work in partnership with children, parents and extended families to develop lively and enquiring minds that acquire knowledge and skills relevant to our children's needs, now and in the future. We want our children to have an education that inspires a life-long love for learning and at the very heart of how we bring this to life is '*The Pathway*' – our unique framework which brings together learning, personal development and the wider experiences children enjoy throughout their time with us, and which underpins everything described below.
Through the Pathway, and the daily life of our school more widely, we hold true to the following aims:

- **Children should radiate Bexton values** – to "*Be kind, Be respectful, Be hardworking, Be positive and Never give up!"* - these five values are at the centre of every interaction in school and are evident in children's attitudes and decisions outside of school.

- **Children should enjoy learning and achieve their academic best -** every child feels that they are supported and challenged to achieve his or her potential and, as a result, Bexton children not only achieve outstanding results but are confident, free-thinking pupils who have an enthusiasm for learning and a joy in making progress.

- **Children's individual skills and interests should be encouraged and celebrated** – children experience a wide range of enrichment activities and we enjoy sharing every kind of personal success, whether achieved inside or outside of school, creating an inclusive, proud and aspiring ethos.

- **Children should explore global issues and develop life skills for the future** – by learning about international, national and local charities, children understand how our actions can affect other people and their own future. Our relevant and purposeful curriculum means that children start to take responsibility for the impact they, as an individual, have or could have on the world around them.

- **Our local community should feel involved** – our school is continually evolving and always seeking improvement. Parents are actively encouraged to volunteer their ideas and support and we communicate with all parents on an ongoing basis through a variety of methods; we proactively build links with our neighbouring schools and have a dedicated, forward-thinking Governing Body.

We achieve these successes by holding firm to our belief that

"Together we can make a difference…"





At Bexton, we want our children to leave us with wonderful memories, a love of learning and the confidence and skills to thrive in whatever they choose to do in the future.

That's why we created *The Pathway*.

The Pathway is built around five *Trails*:

Performance Trail – developing confidence, creativity and the courage to have a go.

Social Trail – learning how to build friendships, show empathy and understand others.

Community Trail – helping children understand the importance of belonging, responsibility and making a positive difference.

Team Trail – encouraging collaboration, leadership and supporting one another.

Communication Trail – developing the ability to listen carefully, share ideas and express thoughts with confidence.

Children experience the *Trails* every day through their learning, play, assemblies, Team Talks, special events and our exciting *Bright Beginnings* experiences. They quickly become part of the shared language of school, helping children recognise the many ways they are growing and succeeding.

Underpinning *The Pathway* are our school values: Be Kind, Be Positive, Be Hardworking, Be Respectful and Never Give Up**.** Together, these values and *Trails* help children develop not only strong academic knowledge, but also the confidence, resilience and character that will support them throughout their lives.

The Pathway is much more than a programme or initiative – it is the heart of what it means to be part of Bexton. It helps every child to discover their strengths, embrace new opportunities and become the very best version of themselves.

We can't wait for your child to begin their own Pathway journey with us.

For further information about *The Pathway*, please visit the school website to view *The Pathway Brochure*.





THE SCHOOL DAY

The start of the day

It is important that children arrive at school on time. Children may enter the building ten minutes before registration to enable them to settle and warm up their brains with a variety of activities.

Infant & Junior Doors open at 8.40 am

Registration is at 8.50am

Every minute is important and we want to start teaching promptly at the appropriate times so we ask parents to leave their children as soon as they are settled. Children arriving after the class start times above will be marked in the register as late. The Local Authority regularly inspects school registers and parents of children who are regularly absent or late may be subject to prosecution.

The end of the day

School finishes at 3.20pm. Please ensure that your child and the school are fully aware of who is collecting your child as children will only be released to known adults.

Adults are asked to wait outside the relevant classroom where school staff will hand over the children directly to their agreed grown-up.

If you are going to be late collecting your child, or in the case of an emergency, please telephone the school office on 01565 632816. Please also inform us if your child is going to be collected by Kids Allowed or a child-minder. This will make sure the collection of all children runs smoothly.

The School Timetable

Doors open	08:40
Morning Break	10:40-11:00
Lunch Time (EYFS)	12:00-13:15
Lunch Time (Infants)	12:15-13:15
Lunch Time (Juniors)	12:30-13:30
School Finishes	15:20





BEFORE AND AFTER SCHOOL CLUB

The school operates a 'Before and After School Club' 8.00am – 8.40am and 3.20pm – 6.00pm respectively which is run by school staff. There is fee payable for this facility and further information is available from the school website. The Before and After School can be paid by Government Child Care Vouchers. Bexton Primary School: Dawn2Dusk Club

HOLIDAY CLUB

During school holidays we offer holiday club provision from 8.30am – 6.00pm. There are options to book in for daytime activities (8.30-3:30pm) and teatime (3:30-6pm) so we therefore have to ask parents to book in advance for this to ensure we have the correct staffing ratios. The holiday club provision is run by Bexton staff who work hard to provide a variety of fun and interesting activities throughout the holidays which are competitively priced. The Holiday Club can be paid by Government Child Care Vouchers. Further information is available from the school office or the school website. Bexton Primary School: Dawn2Dusk Club (Wraparound care & Holiday Club)

EXTRA-CURRICULAR CLUBS

We offer a range of extra-curricular clubs before and after school. We believe these activities are important as they provide opportunities for children to enjoy a wide range of pursuits. Some of the activities available are:

- Art & Pottery
- Lego
- Science
- Football
- Cricket
- Ball skills
- Gymnastics
- Dance & Cheerleading
- Gardening
- Clay Creators
- Coding
- Dodgeball
- Archery
- Photography
- Mad Science
- Tri-Golf



These differ on a half-termly basis and are usually limited in terms of the number of children who can attend. We send out notification of clubs on a half-termly basis and advise cost, provider, time and collection point.



SNACKS

The school encourages healthy eating and therefore we would ask that you support the school in this. If your child wishes to bring in a snack for the morning break please ensure it is a healthy one. Listed below are some suggestions.

Fruit	Cheese	Currants	Raisins
Cucumber	Yoghurts	Oatmeal biscuits	Carrots

The Infant children are given free fruit each day as part of the Government's National Healthy Eating scheme.

Please do not provide nuts as several children in school have a nut allergy.

Children in Key Stage 2 (Year 3 and upwards) are able to purchase toast / bagels/ fruit segments and yoghurts from the kitchen on a Monday, Wednesday and Friday morning break. Payment is made in cash made when the items are purchased. Children are responsible for looking after the money and making payment.

Free milk is provided for children up to the month in which they turn 5. Children are also asked to bring their own water bottle but PLEASE make sure it is named.



LUNCHES

The cost for school dinners is £2.95 per day

Infant pupils currently receive free school meals under the Universal Infant Free School Meals scheme. Payment for Junior dinners must be made in advance, either on a Monday of each week or at the start of each half-term which can be done online through our SCOPay system.

Meals are provided through ABM Catering who offer three meal choices daily and we would ask that you discuss meal choices with your child before they come to school. Meals are planned on a 3-week rotational basis with the menu published on the school website: Bexton Primary School: School



Meals. If your child has any allergies can be made, please advise the school office and alternative arrangements on those days.

Allergies and special diets

It is essential that you tell us about any food allergies, intolerances or other dietary requirements your child has, however minor they may seem. Our catering provider, ABM Catering, asks every family with a dietary requirement to complete a Special Diet Request Form so that a safe, suitable menu can be prepared for your child. You will have received a letter with details of this process and a link to the online form when your child started at Bexton; if you are ever unsure whether you have completed this, or need to update us on a change, please speak to the school office.

Although we attempt to keep to the published menu, occasionally we may need to substitute meal choices due to reasons beyond our control.

Your child is welcome to bring a packed lunch as an alternative, but please keep it as healthy as possible. Fizzy drinks are not permitted. Each lunch should contain a balance of protein and carbohydrates with limited sweet and sugary items. Please do not send in any items containing nuts and avoid chocolate based foods.

Guidance on free school meals is available on the Cheshire East website, or you can contact the **Free School Meals Helpline** on **0300 123 5012.** If you feel that you may be eligible for this, we would urge you to register as it also provides the school with the means to assist in other ways.

Please give at least one week's notice of intention to stop taking a school meal.

ONLINE PAYMENTS

Once pupils have started school, parents will be issued with details on how to access our online payments system, SCOPay. This will allow payment for breakfast and afterschool club, dinners and school trips using a credit or debit card. This is the school's only method of payment and provides you with an excellent audit trail as you will be able to see balances and past payments.

SCHOOL UNIFORM

School uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. It instils pride, supports positive behaviour and protects children from social



pressures to dress in a particular way. Above all, we believe that appropriate school uniform supports effective teaching and learning.

School shirts, skirts, trousers and pinafores can all be purchased from most children's clothes shops or supermarkets.

School specific items such as sweatshirts, cardigans and PE polo shirts are available online from www.classworx.co.uk or you can obtain items from their shop in Macclesfield. There is a link to the shop website from the school website Bexton Primary School: School Uniform

Girls/Boys uniform

Grey skirt/grey trousers
White shirt
School tie*
Cardigan/sweatshirt**
Black shoes
Blue and white checked dress (summer)
School backpack
OPAL clothes wellies/waterproofs



P.E. Kit

Royal blue shorts*
School polo shirt*
Black pumps (not needed in Reception)
Navy Joggers and sweatshirt* for outside games
Trainers for outside games

*Items available from ClassworX Macclesfield

A school outdoor PE kit of sweatshirt and jogging bottoms are available to buy, or you can use a navy sweatshirt and jogging bottoms. Please do not provide hoodies.

The full school uniform policy is available on the school website. A reminder that **everything must be named**!

We now ask children to come to school in their PE kits on allocated PE days to maximise session time. You will receive further information about this at the start of term.



CURRICULUM

Ensuring high standards of teaching and delivering engaging and relevant learning opportunities for our pupils are our highest priorities. Pupils achieve highly in national assessments in comparison to national figures and we set targets based on the best performing schools in the country.

There are two main elements of our curriculum: the statutory curriculum and the personalised curriculum unique to Bexton, delivered through *The Pathway*, which merge to form one cohesive, dynamic learning experience for our pupils. Just as the five Trails run through every part of school life, they also run through our curriculum: alongside the academic knowledge and skills children gain in each subject, lessons and learning experiences are planned to build the confidence, teamwork, communication and sense of community that the Pathway describes, so that children are growing as rounded individuals at the same time as they are progressing academically.

We endeavour to make our learning experiences memorable for the children. Children of all ages are regularly taken to places of interest and our Year 4 children visit the Conway Residential Centre for three days to experience some adventurous activities. One of the highlights of Bexton for the children is the exciting learning opportunities we facilitate in school. Some of our recent events have been;



- A whole school Design & Technology Day where the children planned, designed, made (entirely out of cardboard) and tested arcade games
- A History week where children learnt about World War 1 through practical experiences, e.g. meeting serving soldiers, dressing up as children from 1914, accessing workshops on life in the trenches and meeting an established local author
- We invited African musicians to school to deliver authentic African music sessions to two year groups and they performed to the whole school
- A whole school sports week where British Olympians came to talk to the children about their training and ran athletics sessions as well as learning to play new team games such Quidditch throughout the week!








The school teaches Religious Education in accordance with the Cheshire East agreed syllabus and provides a daily act of collective worship for all pupils. Parents have the right to withdraw their children from either or both of these activities.

The Local Governing Body has decided that the school should provide sex education and has agreed the content and organisation. Parents also have the right to withdraw their children from these lessons. Details of school policies can be found at on the school website: Bexton Primary School: Bexton Policies

For further information on our curriculum coverage for each year group, please see our long-term plans in the class pages of our website: Bexton Primary School: Classes

EDUCATIONAL VISITS

Parents will be informed about all school educational visits. Sometimes parents will be asked for a contribution towards the cost. Without these voluntary contributions these visits cannot take place. If any parent finds this to be a problem they are asked to contact the Headteacher. The school is able to use Pupil Premium money to support trips for children who are eligible for Free School Meals (under the Pupil Premium scheme not the Universal Infant Free School Meals scheme). To register or to find out more, please phone the local council on **0300 123 5012.**

Details of payments and forms will always be sent before the trip takes place, and parents are requested to complete and return the relevant paperwork by the date on the letter. Payments can usually be made online.

HOMEWORK

All children receive a home-school diary which is an opportunity for communication between home and school. Appropriate reading material is sent home on a daily basis and we would request that you regularly read to your children in addition to listening to them read the books they bring home.



All children from Year 1 upwards receive English homework one week and maths homework the next. All homework is set at an age-appropriate level and enables the children to consolidate key skills. Homework is uploaded to the Class page of the school website each week for ease of access.

PARENTS' EVENING

At the end of the academic year you will receive a detailed report. Parents are also invited twice a year to a parents' evening to discuss their child's targets and progress. One appointment per child will be available and where parents are separated, we would ask they make arrangements between them for attendance at parent consultation evenings.

PASTORAL CARE AND SAFEGUARDING

We are responsible for the care, welfare and safety of all the children in our school. There is a Safeguarding and Child Protection Policy in place within the school (in the policy section on our website) and you are welcome to read it at any time. Through our curriculum we teach children about possible dangers by helping them to recognise and deal with unwelcome behaviour in others. If you have a concern about your own or another child you should follow these procedures:

- Talk to your child's class teacher
- Talk to Mrs Emily Armstrong (Designated Safeguarding Lead) or in her absence, Mrs Hannah Franklin (Deputy Safeguarding Lead).

They will ensure the correct procedures are followed and in emergencies, contact the police. If there are any concerns about your child's safety or wellbeing, you will be closely involved in the process, unless it is deemed unsafe to do so. This may involve external agencies such as Cheshire East's social care team.

ABSENCES

Please let the school know by telephone, in person or email to reception@bexton.cheshire.sch.uk if your child is absent. If no call is received by 9.15am, we will telephone parents to ascertain the reason for the absence.

The health and safety of your child is of utmost importance and we make every effort to maintain a safe, clean and healthy environment for the children

You can help us by being aware of the following:



- If your child has an upset tummy, keep them at home for 48 hours after the symptoms of diarrhoea and sickness have disappeared.
- Please let a member of staff know if your child has a case of head lice or threadworms. This will be treated confidentially but a note will be sent to all parents asking them to check and treat their own child. Your child can return to school once they have been treated.
- For all other illnesses including chicken pox, measles, impetigo, ring worm, or any other childhood illness that can spread easily, please keep your child at home until either a course of treatment has finished or the child is no longer infectious. For chicken pox, children may return to school once all the scabs have crusted over and are dry. The office staff and the school nurse can give you further details.

MEDICINES

The school policy on administering medicines is that ideally, medicine should only be administered to a child by their parent/guardian. We appreciate that occasionally this can cause some difficulty and in exceptional circumstances, staff may administer prescribed medicines where these are not subject to time constraints and must be administered at least 4 times per day. In such cases, parents must make prior arrangement with the school and complete the relevant forms, bringing the medicine to the office at the start of each day and collecting it again from the office at the end of the school day. The Administration of Medicines policy is available on the school website **www.bexton.cheshire.sch.uk**

HOT WEATHER



Parents are asked to provide children with sunhats on hot summer days. If it's likely to be sunny it's best to apply sunscreen before they get to school. You may leave sunscreen at school for your child, but teachers are not allowed to apply sunscreen to children, so make sure your child knows how to do this themselves.

TAKING YOUR CHILD OUT OF SCHOOL

In exceptional circumstances, there may be times when you need to request a leave of absence for your child to attend a special event. Such requests should be made on the "Exceptional Circumstances" form which is available online or from the School Office. All requests will be considered taking into



account general attendance, proximity of dates to SATs exams and the year groups of the children involved. Please be aware that by taking your children out of school during term time will mean that they miss chunks of the school curriculum that may not be repeated and this may have a significant effect on how easily they learn the next steps in their education.

Wherever possible, appointments for your child should be made outside school hours. In exceptional circumstances, should you wish to take your child out of school early during the day, please send a letter and then collect your child at the arranged time.

No child will be allowed to leave school unless they are accompanied by an adult and **have been signed out at the office.**

ACCIDENTS

Parents are informed as soon as possible by text / telephone if their child has an accident in school. It is therefore very important that parents inform the school and update the communications website of any changes of contact numbers. This can be done by letter or by emailing the school office on reception@bexton.cheshire.sch.uk.

COMMUNICATION

We try very hard to communicate with parents as frequently as possible so that everyone is kept informed.

We also use SCOpay which enables us to send letters and messages direct to parents by email/ text.

Once your child starts at Bexton, you will be provided with details on how to register for communications with SCOpay, alongside the online payments system. Please be assured, the service is registered with the Data Protection Registrar and guarantees that all email addresses will be kept completely private. There is also NO advertising associated with the scheme.

The school website is regularly updated with news, events and changing polices. This can be accessed at Bexton Primary School. The Bexton Bulletin is sent weekly with useful dates, upcoming curriculum events and celebrations of children's achievements. The school has a Facebook and Instagram account which we use to send relevant information and celebrate achievements. You can follow us @bextonprimary.





We will use photographs of children in publications and on Instagram and Facebook etc, but will never provide full names. You will be asked to complete a form to give permission for your child to appear in any school publications. Please complete it and return so we can keep our records up to date.

HOUSES

When a child enters school they will be allocated to one of four houses:

Attenborough **Goodall** **Mallory** **Mandela**

Children can earn house points for:

- upholding the Bexton values – "*Be Kind, Be Respectful, Be Positive, Be Hardworking, and Never Give Up!*"
- consistent good behaviour
- good work



GROUNDS

We are proud of our school environment and we would ask for your co-operation in maintaining it by supervising your child/children at all times and by keeping it litter free.



Please be aware that children should not play on the adventure playground unless they are being supervised by a member of school staff. This equipment is not suitable for younger children and we would request that you do not allow them to use it.

Please note that dogs should not be brought on to the school grounds.

PARKING

Parking outside the school is a never ending problem and parents are asked to pay particular attention to where they park their cars.

We particularly ask you to have regard for the people living in the area when parking your car. We have been advised by the local police that they will prosecute anyone found to be causing an obstruction and cars may even be towed away.

Parents should not park in the school car park unless they have specific authority from the Head Teacher to do so.

For safety reasons please use the pupil entrances when bringing you child into school. **Do not** come across the car park. In the morning and at going home time there is a great deal of movement of staff cars and childcare provider mini-buses.

We would request that you do not send your child into school alone in a taxi as this can present a significant risk to their safety.



AND FINALLY…

We hope that you and your child will enjoy their time with us here at Bexton. We appreciate the trust you are showing by placing your child in our care. Together we will provide the best education so your child can achieve their full potential.

Term Dates 2026-2027

	Date of closing	Date of re-opening
Autumn 2026		Thursday 3rd September
	Friday 23rd October	
		Tuesday 3rd November
	Friday 18th December	
Spring 2027		Tuesday 5th January
	Friday 12th February	
		Monday 22nd February
	Thursday 25th March	
Summer 2027		Monday 12th April
	Friday 28th May	
		Tuesday 8th June
	Friday 16th July	
INSET days	Tuesday 1st September 2026	
	Wednesday 2nd September 2026	
	Monday 2nd November 2026	
	Monday 4th January 2027	
	Monday 7th June 2027	
Bank Holidays	Monday 3rd May 2027	

Attendance Reminder

Every day in school matters.

90% attendance means around 19 days missed in a school year - almost four weeks of learning.

The government classifies this as persistent absence *and if this continued across primary school it would amount to* ***well over a full year of lost learning****.*

Thank you for supporting your child to attend school as much as possible.





"Together we can make a difference"

PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We, Bexton Primary School and Nursery, collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under Section 537A of the Education Act 1996.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special educational needs information
- Details of any support received, including care plans and support providers
- Safeguarding information
- Photographs
- CCTV

We may also hold data about pupils that we have received from other organisations such as other schools or the local authority.

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 pupil's personal data in situations where:

- We have obtained consent to use it in a certain way



- We need to protect the pupil's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

Collecting pupil information
Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data
We hold 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. We retain data in accordance with the criteria set out in the Information and Records Management Society's toolkit for schools.

Who do we share pupil information with?

We share pupil information with:
- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- our regulator, OFSTED
- suppliers and service providers – to enable them to provide the service we have contracted them for
- health authorities
- health and social welfare organisations
- police forces, courts, tribunals
- governors

Why we share pupil information
We do not share information about our pupils with anyone without consent unless the law allows us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:
To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.



The National Pupil Database (NPD)
The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested:
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the GDPR.

For more information about the department's data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
https://www.gov.uk/government/publications/national-pupil-database-requests-received

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



Will this information be used to take automated decisions about me?
We do not use the information for these purposes.

Will my data be transferred abroad and why?

We would not transfer your data abroad, unless this related to a pupil who was moving abroad.

Requesting access to your personal data
You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact the Head Teacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact:

If you would like to discuss anything in this privacy notice, please contact the Head Teacher on 01565 632816.

