

School essentials

For each school day, your child will need a labelled water bottle, their school reading book, a waterproof coat/jacket and they can wear the Goostrey PE Uniform on their designated sports day - all items labelled please.

Finally, school bags in KS2 need to be a small bag as lockers will only accommodate these due to the space available – no large bags/rucksacks please.

Getting to school and Parking

Arriving by car: Families of KS1 pupils may park on the Infant site car park, but please stick to the 5 mile per hour speed restriction, and do not park on the grass verges or pavements.

Families of KS2 pupils may park on the carpark at The Crown, with their kind permission (please observe the one-way system and park in designated bays) or The Space Invader, again with their kind permission.

Please under no circumstances stop on the restricted zig-zag parking zone on Main Road outside the gates of the Junior Building, or alongside the ramp opposite.

Coming by bicycle/scooter: Children must wear cycle helmets. Bicycles and scooters left in the cycle store are at the owner's risk. It is sensible to padlock bicycles.

Bikes and scooters are not allowed on the school playground.

The school hours

Our attendance time are:

Infants 8 55 AM – 3 15 PM

Juniors 8 50 AM - 3 25 PM

Parents/carers wait outside KS1 classrooms at the end of the school day, as children are not allowed to leave the premises until an adult arrives there to collect them.

Please do not take home any child unless you have made arrangements with his/her parent/carer, and both the school and the child know about it. Parents of KS2 pupils wait in the playground.

The school day

Monday	Tuesday	Wednesday	Thursday	Friday
English	English	Spelling lesson Mrs Riddell	English	My Happy Mind English
Assembly				
Break time				
maths	maths	Arithmetic Mrs Riddell	maths timetables test	maths
Lunch time				
reading	reading	reading	reading	reading
Foundation subjects	Foundation subjects	Foundation subjects	Foundation subjects	Assembly/ TTRockstars P.E.

Note: Friday pm Premier Sports through the year.

Mrs Cowell teaches the class in the mornings; Monday, Tuesday, Thursday and Friday. Also Friday afternoon.

Mrs Beardsworth teaches the class on Monday, Tuesday, Wednesday and Thursday afternoons.

Mrs Riddell teaches the class on a Wednesday morning.

School to home communication

From a first expression of interest in our school to year on year communication, we pride ourselves on the way we communicate with families.

These are our key lines of communication with families (school does not have an official Facebook page):

- **Weekly newsletter** is uploaded to the school website, the School Spider App (under News Items), and emailed to families via School Spider every Friday. This is an excellent way to keep up to date with all the news from the school and our local community. Any families who do not have internet access can always request a paper copy.
- **School website and School Spider App:** Our website contains a host of information for families; including holiday dates, relevant policies, school meal information and links to the on-line safety site CEOPS. We are always happy to consider any improvements to the website you may have. If you can't find what you need please get in touch.
- **Class pages** on the school website are updated every week, within the News Items section. You will find a lot of information on these pages about your child's class and the teaching and learning that takes place throughout the year.
- **School Spider App messaging** service for information and notifications

- including after-school clubs, reminders about forthcoming events and request for absence details when no notification has been provided.
- **Emails** – staff have a school email address and are happy to reply to any queries during the school week. Please note Goostrey Community Primary School respects the work life balance of its staff. We welcome open and positive communication with all our families and always aim to reply to emails promptly and within two working days from receipt. Please see class pages on our website for relevant email addresses. Other useful email addresses:
 - admin@goostrey.cheshire.sch.uk (School Business Manager)
 - head@goostrey.cheshire.sch.uk (Headteacher)
 - mrs.freeman@goostrey.cheshire.sch.uk SENCo
 - mrs.carroll@goostrey.cheshire.sch.uk for the reception desk.

 - **Open door policy**, where class teachers are available on the playground at the end of every school day to liaise with families and carers. The Head also welcomes open door communication. If you are unable to drop into school with any concerns, we are always happy to arrange convenient appointments.

Some Facebook pages, e.g. PTA or class pages, can be useful for information. **However, they are not officially run, or operated through school personnel. We therefore do not take responsibility for their content.**

Uniform List

FULL UNIFORM

School Trousers	Black or Grey
or	
Skirt	Black or Grey
or	
Pinafore Dress**	Black or Grey
Polo Shirt**	White or Red
Sweater**	Red
or	
Cardigan**	Red
or	
Sweatshirt**	Red

Red & white striped or checked dresses may be worn during the summer term. Hair must be tied back, for both girls and boys, once it reaches shoulder length. Black school shoes, not trainers. (No flashing lights please) Pupils should not wear any jewellery in school other than a watch (not a smart watch) and small stud earrings if their ears are pierced. They should not wear makeup or have painted nails.

SPORTS UNIFORM

Sports tops must be plain with no logo and no football shirts – they are either plain red or plain white (there is an official Goostrey sports top, available through our official supplier (details below), although any plain red or white top is suitable)

As well as the list below pupils will be allowed to wear their usual Goostrey sweat shirts or their plain red jumpers / cardigans.

Goostrey sports top with logo**	Red
Or a plain T-shirt	White or red
Shorts	Black
Socks	White
Plimsolls	Black
Or trainers	Plain black or white – no other colours or logos
Jogging bottoms	Plain black

PLEASE LABEL ALL ITEMS OF CLOTHING

You are free to purchase uniform from **any supplier** in the above colours. Should you wish to purchase uniform bearing the school logo**, please visit www.myschoolstyle.com/school/goostrey Purchases from this site generate commission for our P.T.A.

Any family who has difficulty in financing school uniform is asked to speak in confidence to the Head teacher or School Business Manager. For any pupil who is registered as eligible for Income Related Free School Meals, an annual £50 voucher is available for use with our uniform supplier.

Any family who would like to access our recycled uniform can contact school and choose items of clothing available from PTA stock. The PTA will also hold sessions throughout the year when recycled uniform is available for sale at minimal cost.

On the days that your child has a sports lesson they will be allowed to wear their school sports uniform for the whole day. This does not apply to when they have a before or after school sports club. The class teacher will tell you which days the class are able to wear the sports uniform, at the start of each new half term and this information will stay on the class pages FYI. Wearing the sports uniform means the children do not have to get changed in school, and saves a lot of time. However, we also expect our pupils to look smart and wear their school's official colours, whether it be in the full or the sports uniform.

School term dates 2023/2024

Autumn term 2023

Open	Wednesday 6 th September 2023 – 19 th October 2023
Half term	20 th October 2023 to 27 th October 2023
Open	30 th October 2023 – 22 December 2023
Christmas Holiday	25 December 2023 to 5 January 2024 (inclusive of Bank Holidays)

Spring term 2024

Open	8 January 2024 – 16 February 2024
Half term	19 February 2024 to 23 February 2024
Open	26 February 2024 – 28 March 2024
Spring break	29 March 2024 – 12 April 2024 (inclusive of Good Friday/Easter Monday)

Summer term 2024 * May 6th May Bank Holiday – school closed

Open	15 April 2024 – 24 May 2024 (inclusive of Bank Holiday)
Half term	27 May 2024 to 31 May 2024 (inclusive of Bank Holiday)
Open	3 June 2024 – 19 th July 2024
Summer holiday	22 nd July 2024

5 training days:
 4th and 5th September 2023
 20th October 2023
 22nd and 23rd July 2024

Absences from school

The Department for Education has directed that all absences must be accounted for. **If a pupil is ill, a telephone call is required before 9 30 am, to the dedicated absence line, (please do not report via e-mail, as staff are not always available to access their emails due to other commitments).**

- If no call is received, a smartphone message or email will be sent to parents, to inform them their child has not arrived at school and to ascertain the reason for absence.
- If no response is received, 2 members of staff will attend the home address.
- If no response is received from the home address, the matter will be reported to the police as a Safeguarding concern for a child missing education.

Notification of any medical appointments should be sent in writing/via email to the class teacher, in advance.

Parents have a legal duty to ensure their children attend school on a regular basis. The Education Act 1996 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013 makes it a criminal offence for a parent to “*fail to secure their child’s regular attendance at the school*”

- The amendments remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*.
- The amendments make it clear that Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances
- The amendments give parents no entitlement to take their child out of school for a holiday in term time

The decision as what is an exceptional circumstance will be made by the Headteacher. Discretion will be used in considering individual requests. All absence requests will be considered in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2013

All children lose ground following absence from school and time out during term time will affect your child’s learning. Children in Year 2 and Year 6 take national tests each year in May, and Year 1 and Year 4 assessments in June. Year 6 assessments are ongoing throughout the spring, summer terms, and are not completed until July. Any unauthorised holidays taken during these assessment times will incur a penalty.

Parents need to be aware that they and the pupils may miss some important and exciting school events if a holiday is taken during term time. In these circumstances it is the parents’ / carers’ responsibility (not the school’s) to make sure they are up to date with what is happening in school.

It is school policy not to provide work for pupils who are on holiday.

If a parent/carer decides to go ahead and take their child out of school following a request being unauthorised, this will result in the absence being recorded as unauthorised and may result in the school referring the matter to the Local Authority to request a Fixed Penalty Notice be issued. Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

Child protection

The safeguarding of children is the school's first priority and we adhere strictly to policies and procedures. The Headteacher, Miss Atkins, and the School Business Manager, Mrs. Schurer-Lewis, are the Designated Safeguarding Leads in school.

If you have a concern about a child, you can make a call to Cheshire East Consultation Service (ChECS), which is the 'front door' for access to services, support and advice for children and their families:

General public

Phone ChECS on **0300 123 5012 (option 3)** Callers will be directed to a Unit Coordinator who will ask if the concerns are early help or safeguarding. You will then be directed to either Practitioner Support Officer for Early Help requests for support or a Social Worker (ChECS) for safeguarding concerns. The worker will gather your information and advise you of the next steps.

If you need to contact someone out of hours and you believe it to be an emergency that can't wait, please call our Emergency Duty Team on **0300 123 5022**.

You can also then contact the school Safeguarding officers to share the concerns you have raised as above.

Special Educational Needs and Disability

GCPS is a highly inclusive school. It is the school's belief that all children have an equal right to a full and rounded education, which will enable them to achieve their full potential.

The School has a named SENDco who is a qualified teacher and holds the SENCO award. The school has a named governor who ensures the SEN policy works within the guidelines of the Code of Practice (2014).

Inclusion

We are committed to giving all our children every opportunity to achieve the highest of standards. This policy helps to ensure that this happens for all the children in our school - regardless of their age, gender, ethnicity, attainment or background.

Use of force to control or restrain pupils

School policy states that staff may use such force as is "reasonable in all circumstances" in order to prevent a pupil from doing, or continuing to do anything which may harm the pupil, other pupils or property. This policy is available in school.

Reward system

The school has four houses: Lovell (blue), Garner (yellow), Mallory (green) and Harding (red). Your child will be allocated the same house as their buddy. Children can receive house points in many different ways (politeness, kindness, good work, good effort, diligence, the list is endless). We have a chart, which the children mark off in the class. Children may also receive stickers. Special achievement awards are handed out in Friday assemblies.

Guidance for the use of personal technology, by students

Our advice to all parents is to discourage students from bringing smart devices to school, on the grounds that they are valuable and may be lost, damaged or stolen. The school takes no responsibility for, nor will we dedicate any time to, lost/stolen/missing equipment. The school will not accept responsibility for loss or damage. Students, with permission from an adult can use the school phone should they need to contact parents during the day or vice versa.

Children do have access to school smart devices as part of the teaching and learning. Where a student does bring a device to school, this must remain switched off and in the student's bag during the school day and may not be used, for any purpose on school premises, grounds or during off-site school activities (after-school clubs, visits, sporting events or residential activities). For exceptions please see below.

It is the student's responsibility to make sure the device is left in their bag and switched off.

Where a student is found to be using a personal smart device for any purpose, during the school day, or on a school visit, after-school club, sporting event or on a residential visit, it will be confiscated and returned *only* to the parent/carer.

The school operates this policy in conjunction with the Behaviour Policy, and Child Protection and Safeguarding Policy, and will treat breaches as they would treat any other breach of School rules.

We hope families will understand the need for these guidelines. It is the decision of parents and carers as to whether a child may bring their device into school. If a child brings a device into school, school will not be held accountable for any information accessed.

Exceptions

1. An event when devices are invited into school.
2. In exceptional circumstances, a student may be given permission to use their smart device, by an adult, in school.
3. A Kindle or other e-reader (base model) may be used by students for reading.
4. The adult organising visits out, trips, residentials /sporting fixtures etc. may decide that it is appropriate for electronic smart devices to be used. The adult will tell families if this is the case.

School Meals/Universal Infant Free School Meals/Free School Meals

There are currently two free school meal schemes; Universal Infant Free School Meals and Income Related Free School Meals.

The Universal Infant Free School Meals initiative provides meals to all children attending Reception, Year 1 and Year 2. You may see the abbreviation UIFSMs used.
Income Related Free School Meals

It is vital that families register their eligibility for Income Related Free School Meals, if they meet the criteria set out below, even if their child is in Rec/Y1 or Y2, as this generates a specific fund called Pupil Premium, which is currently £1320 per eligible pupil. This funding is invaluable to school and makes a real difference to our pupils through additional equipment or resources.

A full report on Pupil Premium can be found on our website.

Please be assured that staff do not receive information about individual circumstances. We are simply notified of eligibility and start and end dates. Children cannot be identified in any way to other pupils. If you have any queries regarding this information please speak to our School Business Manager, Mrs Schurer-Lewis.

Income related free school meals (IRFSM)

You can claim free school meals for each child who attends school in Cheshire East if you receive one of these benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

In addition, the following pupils will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary)

Phone 0300 123 5012 for further information and help.

Claim on-line: http://www.cheshireeast.gov.uk/schools/free_school_meals.aspx

Families of pupils registered as eligible for FSM are not asked to make voluntary payments for school trips, and may be able to receive assistance with clubs such as Premier Sports.

School is also assist Cheshire East in distributing Household Support Fund vouchers to support these families during school holiday periods.

Our School Meal Catering

We are very pleased to offer excellent school meals, which are prepared on site and meet statutory nutritional requirements. Menus, which rotate on a 2 weekly cycle, are available on our website. **Please note, we are not able to provide meals which differ from the set menus, so please take some time in advance to help your child in making menu choices.** The only exceptions to this are where pupils have a diagnosed allergy, have religious dietary needs, or have a diagnosed medical condition requiring dietary monitoring, and can all be catered for under special dietary procedures. Please liaise with our SBM and catering supervisors.

The price of school meals for children in years 3 to 6, who are not registered as eligible for Free School Meals, is currently **£2.40 per day**. This price has not increased over the last four years. It is highly likely this will increase for September 2023

The UIFSM offer is not compulsory and your child may have a packed lunch if you wish. You may also set up a meal pattern for meals/packed lunches on set days of the week.

Should you wish to alter from school meals to packed lunches or vice versa, please provide one week's notice to allow our catering supervisors to adjust supply orders.

If you prefer to provide a packed lunch, please consider using ice packs to keep food at the correct temperature, as we do not provide chilled storage for lunch boxes.

We do not allow fizzy drinks in school.

Pupils must bring a fresh water bottle to school each day, which can be filled at our chilled water coolers.

May we please remind you that children should only bring healthy snacks into school for break. We do not consider crisps or chocolate to be healthy snacks.

On-Line Payments

We would encourage on-line payments wherever possible, to reduce admin time and the chance of payment envelopes being lost at the bottom of school bags! You will need to register to open an account at www.cheshireeast.gov.uk/schoolshop and add your children's details. Please note, that when entering a year group for your children, the field can only take 2 characters (Y1 etc. or R for Reception class). The school name on the system is Goostrey Primary School. **This account will need updating with the change of year group each September.**

Payments can be made by following the link www.cheshireeast.gov.uk/schoolshop Should you have any queries about this system please contact our School Business Manager.

Curriculum Themes for the year 2023-24

A plan of the curriculum across the year can be viewed on the class page. The page also has a half-term breakdown of what the children will be studying in class.

Parents' evening and other appointments

In September there will be a meeting in the early evening for parents/carers to discuss the coming year. This year, it will be Thursday 14th September 6pm. This is an important meeting and children are not permitted to attend.

There are then two other formal Parents' Evenings during the year, in the autumn and spring terms. It would be useful to know early on in the year if parents require separate appointments before I plan the parents evening timetable slots available for uploading to our website. Time slots are 10 minutes each. **You will be notified by email in advance to alert you to when on-line booking of appointments is available.**

Reports on your child's progress are written at the end of the summer term.

School outings

School visits are generally self-financing. Parents/carers are asked to make a voluntary contribution towards costs (unless a trip for older pupils involves a residential visit, when a charge is applicable) otherwise visits may be cancelled due to lack of funds. **Pupils who are registered as eligible for Income Related Free School Meals are funded for trips using Pupil Premium Funding.** In the September meeting parents will be informed of likely trips for the forthcoming year to allow for budgeting.

Before and after school provision

Please contact the school reception desk (mrs.carroll@goostrey.cheshire.sch.uk) if you would like to enroll your child in our Before-School Club, or complete the forms available on our website.

Details of our After-School club provider, Goostrey All Stars are available in our weekly newsletter and on our website

Music

There are opportunities for your child to learn a musical instrument. Please contact Mrs. Carroll (reception desk), Mrs Sant mrs.sant@goostrey.cheshire.sch.uk for further information.

Procedure for complaints

If there are any matters which give rise for concern, please contact your child's teacher, and then if necessary, the Headteacher. In the unlikely event that matters arise which cannot be resolved in school, a formal approach should be made in the first instance, to the Chair of Governors, who may or may not consult the full board of Governors. The Governing Board is usually the final arbiter in any school dispute.

However, in exceptional circumstances, it may be possible to refer the problem to an outside body such as the Secretary of State for Education. This Complaints Policy is available on our website.

Medicines in school

No medicines are allowed in school with the exception of prescribed **Asthma Sprays, Epipens or regular prescribed medication.**

We are aware the NHS are reducing to amount of prescriptions for medication which can be purchased over the counter, therefore if your child does require such medication, a letter from your GP must be provided before we are able to consider administering it on a voluntary basis. If a doctor prescribes your child medicine and they need to take it during the school day, please contact the reception desk, where you will be directed to fill in a form requesting permission for an adult in school to voluntarily administer the medicine. Schools are strongly advised not to administer medicine; however, we will assess each case individually to facilitate your child's return to school.

Where children are of a sufficient maturity they should be fully responsible themselves for their asthma inhalers and keep them at all times. **It is the parents/carers decision when this should be.** If you wish the class teacher to keep your child's inhaler somewhere accessible in the classroom we are happy to do that. Please make sure that inhalers are named and that your child has a second one at home. **School has emergency inhalers for use by pupils for whom parental permission has been given, therefore if you advise us that your child has asthma, you will be asked to sign a permission form. Please see our Asthma Policy on our website.**

If your child needs to stay indoors during break and lunchtimes, as stipulated by your doctor, then please contact the school office where you will be directed to fill in a form giving permission.

You must keep the school informed of any changes in the medical information we hold for your child, and your personal contact details in case your child is taken ill and we need to contact you.

Sun cream application

In hot weather it is advisable to send your child with a hat and apply sun screen before entering the class. If you wish to do so, send a small amount of sun cream in your child's bag, which your child may self-administer at lunch time, with adult supervision.

Adults in school cannot apply the sun cream.

PTA

We are very lucky to have such a wonderful PTA, and we are continually grateful to them for all their commitment and hard work. The aim of the PTA is to foster good relationships between the various interested parties within the community, and raise funds for the enhancement of your child's education. Please give the PTA your support, we always need new members to allow our excellent work to continue. Everything we do is for the children in our care. All our profits enhance the children's provision and experience. Over the past two years the PTA have helped the school fund their new library areas, made donations towards the on-site swimming pool (2 weeks every summer) for KS2 pupils, the upkeep of the woodland area, purchase of playground equipment, helped fund the visit from our South African twin school and funded the Christmas entertainment for all pupils.

We are a friendly and committed group of people and include both parents and staff. Please consider coming to our meetings to learn more about us and help in any way you can. There is more information on the PTA section on the school website and every class has a PTA Facebook page. We will have a meeting in September, please check the weekly newsletter to find out when this is – we meet either in school or a local venue at 7 / 7.30pm

Throughout the year the PTA organise many different events, some are listed below, we are always looking for new ideas to help us with our fundraising.

Film Nights

There are usually three of these over the school year – always highly anticipated and great fun

PTA Shopping Experiences

At Christmas, Mother's and Father's Day the PTA run a gift shop for the children to buy presents for their family. The items are good quality and are not expensive. Please check the newsletter for these dates. These shops are highly valued by the pupils who love bringing their money in and choosing gifts for the special people in their lives.

PTA cake sales

Each class provides cakes for a sale once a year to raise funds for the PTA. The winning class gets a reward at the end of the year.

Bingo nights and Beetle Drive – always great fun for whole family

Designing Christmas Cards

Recycle4School

Twin school

We are twinned with Elizabethfontein Primary School in Clanwilliam, South Africa. Please see our website for details of what we have been doing with them recently.

We hope your child has a successful and happy year in Year 1 Please share any successes they have with us and always let us know of any concerns you may have or anything you consider we are doing well. There is a strong relationship between school and home and we look forward to developing this further in the future.

Homework – expectations and procedures

1. Introduction

Homework is an important extension of children's work in school. It is an essential part of the school's approach to learning. It helps children to become disciplined learners at home as well as in school and involves parents in their children's education.

2. Aims

- To help children develop good study habits.
- To learn to work independently (without the use of AI).
- To extend and support classroom activities.
- To use resources beyond school
- To help prepare effectively for secondary education.
- To involve parents in their children's education, promoting strong links between home and school.

3. Guidelines

- Homework is given throughout the 4-11 age band beginning in reception with daily reading at home with parents and regular reading and spellings in Year 1.
- Formal homework in English and mathematics is set on a regular basis as children progress through the school.
- Homework expectations are discussed with parents at the September meetings.
- Personalisation is developed through collaborative planning of homework between different year groups.
- Extra homework is given in preparation for testing in Year 6.
- All older children will be expected to learn tables and spellings at home and these will be tested regularly in school.
- Homework will be set by teachers as part of their integral planning for the different age groups in school and will be marked promptly, when completed, with constructive feedback as appropriate.

- Homework is differentiated to meet individual needs with the aim to raise confidence and provide the pupil with a sense of achievement and satisfaction.
- When appropriate homework and booster clubs will be available for groups of children
- Homework will be fully explained in class and an approximate time allowance or guide given.
- Homework is, where appropriate is added to class webpages.
- Parents should be informed of regular homework and be actively involved in its completion by taking an interest in the work set ensuring homework is adequately completed. Parents will be informed of homework timetables at the September meetings.
- There should be a reasonably quiet place in which homework may be done .
- Home is encouraged to communicate with the teacher if real difficulties occur.
- Parents are asked to support and assist with the work at home, whilst in the main, ensuring it is the child's own work.
- The effectiveness of homework will be evaluated regularly by staff. Parent and pupil opinion should be considered.


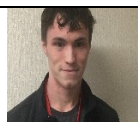

4. Conclusion



The responsibility for effective learning must come from both school and home. Homework reinforces and extends classwork. It helps children to be diligent and disciplined away from the school environment. Great strides are made when school and home work together to support the child's education. Homework clubs are offered after school to support our older pupils with their work.

School staff

Name	Responsibilities	Class	
Miss Lyndsey Atkins Headteacher	Senior Management Team Designated Safeguarding Lead Teaching & Learning Assessment Mathematics		
Mrs Rebecca Cowell Deputy Head	Senior Management team Curriculum Assessment Education Visits Coordinator Art & Design History	Year 4/6	
Mrs Linda Flint Head of Infants	Senior Management Team Early Years PE	EYFS (R)	
Mrs Jacqui Schurer-Lewis School Business Manager	Senior Management Team 2nd Designated Safeguarding Lead		
Mrs Nicola Carroll	Reception Desk –First Contact Clerical Assistant Before School Club Mid-day Assistant		
Mrs Louise Timmins Teacher	English Drama	Year 6	
Mr Keith Campion Teacher	SENDCo Science	Year 5	
Mrs Sonia Sant Teacher	Music	Year 3	




Mrs Gemma Carew Teacher	Design & Technology Geography	Year 1	
Mrs Stephanie Riddell Teacher	PPA cover Mathematics	KS2	
Mrs Emily Beardsworth Teacher Teaching Assistant Mid-day Assistant	Y4	Year 4	
Mrs Lyndsey Saxton Teacher (PPA cover)		PPA cover	
Mrs Linda Ashbrook Teacher (supply)	SEN	Specialist support	
Mrs Carol Cooper Teacher (supply)			
Mrs Wendy Cuttle Teaching Assistant Mid-day Assistant	General support / Class Cover SENCO support MFL advisor	KS1 and KS2	
Mrs Janet Raven Teaching Assistant	General support/Class Cover	EYFS	
Mrs Charlotte Hughes Teaching Assistant Mid-day Assistant	General support/Class Cover		
Mrs Suzie Fairhurst Teaching Assistant Mid-day pastoral	General support/Class Cover		
Mrs Sarah Greene Teaching Assistant Mid-day Assistant			
Ms Leanne Booth Teaching Assistant Mid-day Assistant			

Mrs Martine Nicholson Teaching Assistant Mid-day Assistant			
Mrs Victoria Hirst Teaching Assistant Mid-day Assistant			
Mrs Sarah Pacitto Before School Club Teaching Assistant Mid-day Assistant			
Mrs Kate Davie Teaching Assistant Mid-day Assistant			
Mrs Jo Richmond Teaching Assistant Mid-day Assistant			
Mr Louis Groves Mid-day assistant			
Ms Alyshia Ryder Mid-day Assistant			
Miss Amy Keeling Before School Club play worker			
Mr Andrew Lawton Site Maintenance Officer	Morning cover		
Mr David Moore Site Maintenance Office Mid-day assistant	Afternoon Cover		
Mrs Kath Latham Catering Supervisor	Cheshire East Catering		
Mrs Christine Hardern Catering Assistant	Cheshire East Catering		
Mrs Liz Holland Catering Assistant	Cheshire East Catering		

Miss Sophie Perrie	Cobwebs First Ltd. cleaner (Junior site)		
Mrs Dorothy Moore	Cobwebs First Ltd. cleaner (Infant site)		

Governing Board

Mrs Tracey Goodwin Co-Opted Governor	CHAIR OF GOVERNORS Finance & Premises Personnel & Curriculum Mathematics Safeguarding Data British Values HT appraisal EYFS Link Governor	01477 532903	
Miss Lyndsey Atkins Headteacher	Finance & Premises Personnel & Curriculum Village Hall Management	01270 918940	
Ms Alex Thompson Co-Opted Governor	Personnel & Curriculum Data RE Music Wellbeing	01270 918940	
Mrs Yvonne Lawson Co-Opted Governor	Personnel & Curriculum (Vice Chair) English, Phonics D&T Art Educational Visits		
Mr R Northwood Local Authority Governor	Finance & Premises (Vice Chair) SFVS		
Mr Kevin Few Parent Governor	VICE CHAIR Finance & Premises (Chair) SFVS Data Geography/History ICT	07887620548 01477 535034	
Mr Hugh Adams Parent Governor	Finance and Premises Personnel and Curriculum Pupil Premium PE Mathematics	07736796449	

Mrs Anna Clifford Parent Governor	Personnel and Curriculum (Chair) SEND SMSC/BV/PSHE/Relationships MFL		
Mr David Solan Parent Governor	Finance & Premises Personnel & Curriculum Science		
Mrs Linda Flint Staff Governor	Personnel & Curriculum	01270 685658	
Mrs Jacqui Schurer-Lewis Co-opted	Finance & Premises Personnel & Curriculum Village Hall Management Governor Training Liaison	01270 685658 Emergency Contact 07932 093022	
Mrs Rebecca Cowell Co-opted	Personnel & Curriculum Finance & Premises	01270 685658	

PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We, **Goostrey Community Primary School**, collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation (Article 6) (Article 9 Special Category personal data). 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 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 identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics/Special Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement, and support referral information)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, and any previous schools attended)
- Assessment information (such as EYFS assessments, KS1 & 2 results, phonics screening results, and progress records)
- Behavioural information (such as exclusions and any relevant provision put in place)
- Pupil images (where consent given)
- Consents/agreements (such as educational visit consents, home-school agreements, IT acceptable use agreements and afterschool club agreements)

Collecting pupil information

Pupil data is essential for the schools' operational use, and is collected in a variety of ways, such as:

- Data collection sheets/registration forms
- Common Transfer Files (CTFs) from previous schools
- Admission Transfer Files (ATFs) from local authority admissions departments
- Child Protection Plans
- Education Health Care Plans
- Medication forms/Emergency Action Plans

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

Storing pupil data

We store/hold pupil data securely, for the set amount of time, as published in the Information Management Toolkit for Schools.

How will my information be stored?

- SIMs management information system (Capita software)
- Assessment and Safeguarding software servers **see below*
- School Server
- Pupil record file (secure filing)

Who do we share pupil information with?

We routinely share pupil information with, but not limited to, the following:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Health Service (NHS)
- School Website (School Spider) *
- Eduspot software (teacher2parents communication software) *
- Assessment tracking software *
- CPOMs Systems Ltd (Safeguarding record management system)*
- IT Safeguarding monitoring software (Securus)*
- Tempest Photographers: official school photographs and Y6 leavers books *
- Premier Sports coaches*

*** These 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.**

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 law allows the department to share pupils' personal data from the NPD with certain third parties, including:

- Schools
- 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 Departments 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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

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?

No. The school, Our Local Authority, Cheshire East, and DfE do not use it for these purposes

Will my data be transferred abroad and why?

The LA does not do this. The DfE and /or the school would only do it if it might meet the strict conditions laid down * (see above).

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 Mrs J Schurer-Lewis, our School Business Manager, via admin@goostrey.cheshire.sch.uk

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:

DPO@goostrey.cheshire.sch.uk

Goostrey Community Primary School, Main Road, Goostrey, Cheshire, CW4 8PE

Goostrey Community Primary School

Home-School Agreement for 2023-24

Please return at the start of term.

Our Mission Statement

At Goostrey Community Primary School we will provide every child with a safe and healthy environment in which to learn and develop the skills they need to be effective future citizens.

We believe a strong partnership between school and home is one of the cornerstones in achieving this, which this home/school agreement supports.

Pupil's responsibilities

I agree to:

- Always try to enjoy school and help others to do the same.
- Attend school regularly and on time.
- Wear the correct uniform and P.E uniform (unless exempted on religious grounds).
- Respect the school rules and behaviour policy, and be polite and thoughtful to others.
- Respect every other pupil, staff member, governor, or visitor at the school, and all people in the surrounding community, regardless of any differences, such as culture, religion, disability, gender, age, etc. and encourage others to do the same.
- Tell an adult if I am worried or concerned about anything in school.
- Always try my best in lessons and complete my homework on time to the best of my ability.
- Aim for excellence when taking part in academic, sporting and extra-curricular activities.

Parents responsibilities

I/We agree to:

- Ensure my/our child attends school regularly and on time, and any absences are properly notified.
- Provide school with current contact numbers and email addresses for those with parental responsibility and other emergency contacts (a minimum of 2 contacts).
- Inform the school of any change in my/our child's circumstances/medical information/emergency contact information, or if I/we have any concerns regarding any aspect of my/our child's schooling.
- Collect my/our child promptly at the end of the school day/from after school activities.
- Ensure that my/our child wears the correct uniform or PE uniform (unless exempted on religious grounds).
- Support the school by encouraging the good behaviour of my/our child.

- Ensure homework is completed on time and assist my/our child to the best of their ability.
- Encourage my/our child's learning through extra-curricular activities and independent learning.
- Support the school and my/our child by participating in any parents' meetings or attending activities that the school requests my/our child to attend.
- Keep up to date with school activities by accessing the weekly newsletters/information on the school website/class pages either via the website or the School Spider App.
- Assist the school in keeping all pupils safe by parking safely and sticking to our school speed limit.
- Maintain the reputation of the school community, including when using Social Media, and bring any concerns directly to school rather than posting defamatory comments on-line.
- Return requests for consents not covered below promptly.

School's responsibilities

We will:

- Provide your child with a safe, inclusive and accessible learning environment, where their physical and social well-being is met.
- Provide a full and balanced curriculum appropriate to the needs of every pupil.
- Provide regular homework that reflects your child's learning needs and the stage of their education.
- Expect high standards, good behaviour and mutual respect.
- Recognise and reward excellence.
- Address poor behaviour in line with the Behaviour Policy and Procedure.
- Identify and address lack of progress.
- Provide extra-curricular activities to develop the broader skills that will assist with the personal, social, physical and cultural development of our pupils.
- Respect the rights and needs of all staff, parents and children associated with the school.
- Regularly meet with parents to feedback the progress of their children at parents' evenings, and ensure staff are always available, by mutual consent, to discuss progress or concerns.
- Provide all necessary information/policies and activities of the school and its pupils, communicating via text messaging, email, the school website, social media and/or weekly newsletters
- Ensure staff are kept up-to-date on educational developments/initiatives which might affect your child.
- Process data in accordance with our Privacy Policy.



Home School-Agreement Parental Declaration

I/we _____ have read and understood the terms of this agreement and will undertake all reasonable measures to ensure that myself and my son/daughter abide by its contents and contribute to the vision of Goostrey Community Primary School.

Signed by

Parent/Carer	Date:
GCPS	Date:

I provide specific consents for my child as below:

My child's Image use:

- | | |
|--|--------|
| Official Licenced School Photographer
for individual portrait and class groups/whole school | Yes/No |
| Photographs displayed in school | Yes/No |
| Website use, including weekly Newsletter | Yes/No |
| In media publications i.e. local newspapers | Yes/No |
| Other promotional materials/publications | Yes/No |
| Social media such as Twitter | Yes/No |
| Webcam | Yes/No |
| Leavers Yearbooks/Learning journey records | Yes/No |
| End of year class image discs where applicable | Yes/No |
| The use of my child's full name in media publications | Yes/No |



Home School-Agreement Pupil Declaration

I, _____ understand why the home-school agreement is important and I agree to follow the school rules and behave in a way which reflects the vision of Goostrey Community Primary School.

Signed by

Pupil	Date:
GCPS	Date: