

Gayton Primary School



Pupil Information Booklet (F2)

Thank you for choosing Gayton Primary School for your child's primary education. We are very much looking forward to welcoming your child and family to our school.

The following booklet should be completed and returned to the school office.

*Pupil Details

*Home School agreement

*ICT Acceptable Use agreement

*Tapestry information

*Consent information

Please also present your child's original birth certificate to the school office for checking.

SCHOOL - HOME AGREEMENT (School Copy)

THE SCHOOL WILL:-

- Provide a secure, safe, welcoming and vibrant learning environment.
- Be fully-inclusive and encourage all pupils to do their best, achieve well and celebrate success.
- Praise and reward children in a wide range of aspects of whole school life.
- Encourage children to display our core values of friendship, respect, perseverance, truthfulness, compassion and courage.
- Prepare children for the next phase of their education.
- Deliver a broad, fun and inspiring curriculum, the Primary National Curriculum for all Key Stage 1 and Key Stage 2 pupils and the EYFS Curriculum for EYFS pupils.
- Inform parents of their children's progress and development on a regular basis.
- Produce a written report of attainment and progress across the curriculum on an annual basis.
- Send home regular newsletters and keep parents informed of forthcoming events.
- Be open and transparent and keep all parents/carers fully informed about school life.
- Follow and apply policies, rules and regulations consistently and fairly at all times.

Signed (Headteacher): *Mrs J McAleny*

THE FAMILY WILL:-

- Ensure that the child arrives at school on time and is collected on time every day.
- Ensure that the child attends school regularly and work with the school when there are attendance concerns.
- Not take holidays during term time (unless there are truly exceptional circumstances)
- Inform the school promptly of any absence.
- Ensure that the child adheres fully to the school's uniform policy and behaviour expectations.
- Encourage daily reading at home and support with completion of homework.
- Attend regular meetings with teachers and other professionals to discuss their child's development.
- Keep school regularly informed of any circumstances which may affect their child's well-being or progress.
- Follow correct school procedures and show appropriate respect for all adults working in school.
- Respect, support and reinforce school decisions and policies in particular the teaching and learning, behaviour and homework policies and continue to promote the school's good name outside school hours.

Signed (Parent/Carer):

THE CHILD WILL:-

- Always try and have a positive outlook '**Positive minds, positive futures.**'
- Always try their best in every aspect of school life.
- Always listen carefully.
- Have good manners and be polite at all times.
- Be kind and helpful.
- Aim to display our school core values of: **friendship, respect, perseverance, truthfulness, compassion and courage.**
- Follow playground, lunchtime and other specific school rules.
- Take pride in our school.
- Tell someone if they are upset or unhappy.
- Present themselves smartly at all times and wear the correct uniform and footwear.

Signed (Child):

Responsible Use of the Internet and email

Think Before You Click

Use these rules to stay safe when using the Internet





New technologies have become integral to the lives of children and young people in today's society both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

*That young people will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.

*That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

S 	I will only use the Internet and email with an adult
A 	I will only click on icons and links when I know they are safe
F 	I will only send friendly and polite messages
E 	If I see something I don't like on the screen, I will always tell an adult

My Name:

My Signature:

GAYTON PRIMARY SCHOOL
ICT ACCEPTABLE USE AGREEMENT
EYFS & KS1

Pupil Agreement

- I have read and I understand the school E-Safety Rules
- I will use the computers and the Internet in a sensible way

Signed (Pupil)

Parental Consent

- I give permission for my child to have access to the internet and to ICT systems at school.
- I know that my child has signed an Acceptable Use Agreement and has received, or will receive, E- Safety education to help them understand the importance of safe use of ICT- both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the Internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet and using mobile technologies.
- I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt safe use of the Internet and digital technologies at home and will inform school if I have concerns over my child's eSafety.

Signed (Parent/Carer)

Date

TAPESTRY – AN ONLINE LEARNING JOURNAL PERMISSION SLIP

Please read the Tapestry letter before signing this permission slip.

Child's Name:.....

Please read carefully before signing. If you have any questions or comments please speak to your child's teacher.

- I give permission for an online Tapestry Learning Journal to take photographs and videos of my child to be used in their online journal.
- I give permission for staff at Gayton Primary School to take photographs and videos of my child to be used in their online learning journal.
- I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/carers of the pupils featured in that photo.
- I agree **NOT** to electronically share, by social media or other platforms, **any** part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included).
- I agree to keep my login details safe and secure.

The email address I wish to use to access my child's Tapestry account is:

Please use this First and Surname as my username:

All Parents/carers that will be linked to the account need to sign below:

Name:	Name:
Signature:	Signature:
Date:	Date:

F2 PUPIL DETAILS			
LEGAL SURNAME		FIRST NAME	
MIDDLE NAME(S)		CHOSEN NAME	
GENDER		DATE OF BIRTH	
HOME ADDRESS INCLUDING POSTCODE			

PLEASE GIVE DETAILS OF ALL PERSONS WHO HAVE PARENTAL RESPONSIBILITY AND ANYONE ELSE YOU WISH TO GIVE AS A CONTACT. PLACE THEM IN THE ORDER YOU WISH THEM TO BE CONTACTED.

BY PROVIDING THIS INFORMATION TO US YOU ARE CONFIRMING YOU HAVE OBTAINED THE CONSENT FROM THE INDIVIDUALS NAMED BELOW THAT WE CAN STORE THEIR DATA ON OUR SYSTEM.

PRIORITY 1 (Parent/Carer)			
SURNAME		PARENTAL RESPONSIBILITY YES/NO Definition: A mother has PR for her child from birth; A father usually has PR if he is married to the child's mother or listed on the birth certificate; Step-parents DO NOT automatically have PR for a child. For more detailed information, please contact our Safeguarding Officer/Headteacher.	
FIRST NAME			
TITLE	MR/MRS/MS/MISS/OTHER		
RELATIONSHIP			
MOBILE No		HOME Tel	
WORK		EMAIL	
HOME ADDRESS INCLUDING POSTCODE			

PRIORITY 2 (Parent/Carer)

SURNAME		PARENTAL RESPONSIBILITY YES/NO	
FIRST NAME		Definition: A mother has PR for her child from birth; A father usually has PR if he is married to the child's mother or listed on the birth certificate; Step-parents DO NOT automatically have PR for a child. For more detailed information, please contact our Safeguarding Officer/Headteacher.	
TITLE	MR/MRS/MS/MISS/OTHER		
RELATIONSHIP			
MOBILE No		HOME Tel	
WORK		EMAIL	
HOME ADDRESS INCLUDING POSTCODE (If different to above)		Birth Certificate seen: <div style="border: 1px solid black; width: 100px; height: 50px; display: inline-block; vertical-align: middle;"></div>	

PRIORITY 3

SURNAME		PARENTAL RESPONSIBILITY YES/NO	
FIRST NAME		Definition: A mother has PR for her child from birth; A father usually has PR if he is married to the child's mother or listed on the birth certificate; Step-parents DO NOT automatically have PR for a child. For more detailed information, please contact our Safeguarding Officer.	
TITLE	MR/MRS/MS/MISS/OTHER		
RELATIONSHIP			
MOBILE No		HOME Tel	
WORK		EMAIL	

PRIORITY 4

SURNAME		PARENTAL RESPONSIBILITY YES/NO	
FIRST NAME		Definition: A mother has PR for her child from birth; A father usually has PR if he is married to the child's mother or listed on the birth certificate; Step-parents DO NOT automatically have PR for a child. For more detailed information, please contact our Safeguarding Officer.	
TITLE	MR/MRS/MS/MISS/OTHER		
RELATIONSHIP			
MOBILE No		HOME Tel	
WORK		EMAIL	

IT IS IMPORTANT THAT THE SCHOOL IS INFORMED IMMEDIATELY ABOUT ANY CHANGES TO THE ABOVE INFORMATION.

Siblings at School		
SURNAME	FORENAME	YEAR GROUP / CLASS

Medical and Dietary Information			
Dietary Requirements			
Doctor		Surgery/Clinic	
Doctor's Address			
Telephone		Has Asthma	Yes / No
Other allergies (please state which)		Other medical conditions	
Regularly prescribed medication			

Ethnic Origin									
Each year, the school is required to make a return to the DfE on its ethnic composition using the categories listed below. It is a voluntary matter as to whether or not you supply this information, but it is hoped that you will. It is regarded as a positive undertaking, enabling statistical, useful information to be collected.									
WHITE		MIXED		ASIAN/ASIAN BRITISH		BLACK/BLACK BRITISH		OTHER	
British		White/Black Caribbean		Indian		Caribbean		Chinese	
Irish		White/Black African		Pakistani		African		Any other ethnic background	
Traveller of Irish Heritage		White/Asian		Bangladeshi		Any other black background		I do not wish an ethnic background to be recorded	
Gypsy/Roma		Any other mixed background		Any other Asian background					
Any other white background									

Language	
First Language	
English as an additional language	YES/NO

Religion (Please tick one)	
No Religion	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Other Religion	
Sikh	

Previous School & Address if applicable	
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CONSENT INFORMATION

Pupil Name:	
Date of Birth:	

There are some things that we cannot do unless you give us permission. Please could you read this form and give consent by ticking the appropriate activity. This will let us know which activities you are happy for your child to participate in. You are completely free to refuse consent, if that is the case please would you provide additional information so that we can understand any concerns that you may have.

I give permission (via tick ✓ against each item) for my child to take part in the activities below throughout their time at Gayton Primary School:

ACTIVITY CONSENT	CONSENT	
	Yes tick ✓	No Cross x
Visit to another local school – primary/high school or nursery		
A walk around the local area / environment		
Sporting Activities in the local area		
Food tasting – as part of curriculum enrichment		
Please be aware that for any school visits or residentials a separate request will be issued to gain consent for each individual visit. Therefore, we have not included them in the above.		

PHOTOGRAPH CONSENT							
Please let us know if photographs of your child (which may include your child's first name) may be used for the following purposes:							
Annual individual photograph	Annual class photograph	Newsletter and other internal information**	On School Website	Social Media	Internal publicity photographs	External Publicity Without name	External Publicity With full name
YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

** Please note that full names may be used for information being displayed inside the school building; the newsletter will only ever use your child's first name.

PTA PROMOTIONS	
I am happy to receive electronic publicity information from the PTA	YES / NO

This consent form will remain in place for the duration of your child's time at our school, with the exception of un-named internal publicity photographs and the internet which may remain in place after your child has left our school. Should you wish to withdraw or change consent at any time please contact the School Office.

Name:		Relationship to Child:	
Signed:		Date:	

SCHOOL - HOME AGREEMENT (Parental copy to keep)

THE SCHOOL WILL:-

- Provide a secure, safe, welcoming and vibrant learning environment
- Be fully-inclusive and encourage all pupils to do their best, achieve well and celebrate success
- Praise and reward children in a wide range of aspects of whole school life
- Encourage children to develop confidence, independence and resilience with high self-esteem, a strong sense of social responsibility and the core values of friendship and respect
- Prepare children for the next phase of their education
- Deliver a broad, fun and inspiring curriculum, the Primary National Curriculum for all Key Stage 1 and Key Stage 2 pupils and the EYFS Curriculum for EYFS pupils
- Provide an overview of all teaching and learning and topics to be covered on a termly basis
- Inform parents of their children's progress and development on a regular basis
- Produce a written, formal report of attainment and progress across the curriculum on an annual basis
- Publish a weekly newsletter listing calendar dates, awards and achievements from the previous week and information about a variety of school events and activities
- Be open and transparent, keep all parents/carers fully informed about school life and follow/apply policies, rules and regulations consistently and fairly at all times

Signed (Headteacher): *Mrs J McAleny*

THE FAMILY WILL:-

- Ensure that the child arrives at school on time and is collected on time every day
- Ensure that the child has excellent attendance and aims to exceed the target of 97%
- Not take holidays during term time (unless there are truly exceptional circumstances) and will inform the school promptly of any absence
- Ensure that the child adheres fully to the school's dress code/uniform policy
- Attend regular meetings with teachers and other professionals to discuss their child's development
- Keep school regularly informed of any circumstances which may affect their child's well-being or progress
- Follow correct school procedures and show appropriate respect for all adults working in school
- Respect, support and reinforce school decisions and policies in particular the teaching and learning, behaviour and homework policies and continue to promote the school's good name outside school hours

Signed (Parent/Carer):

THE CHILD WILL:-

- Follow the school's golden rules:
 - Listen well and speak clearly
 - Take care of everything and everyone in our school
 - Be polite, helpful, cooperative and respectful
 - Work hard to achieve his/her best
- Follow lunchtime, playground and other specific school rules and policies
- Walk inside the building at all times
- Present themselves smartly at all times and wear correct uniform/footwear
- Take pride in our school and promote its good image in our local community at all times

Signed (Child):

Apply for Free School Meals...

it's quick and easy using the online form at:

<https://www.cloudforedu.org.uk/ofsm/sims-wirral/>

If you are receiving certain benefits, a FREE tasty and nutritious school meal is available for your children at Gayton Primary School ...BUT YOU MUST APPLY!

Look at the benefits:

- A free school meal for your child, which is good for their health and could help their learning.
- Savings for you, worth over £350 a year.
- Extra money for the school through Pupil Premium, worth at least £900 a year.

Remember. Just registering your child for Free School Meals means that Gayton Primary receives the extra money even if you don't take up the free meal. No one will know you have registered and it will not affect any other benefits you are claiming.

If you want further information then contact the school office on 342 3772 or email schooloffice@gayton.wirral.sch.uk everything you say will be treated in the strictest confidence.

Do you qualify?

Your child will be eligible for Free School Meals if you get any of these benefits:

- 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 State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

How does it work?

1. Checking whether you qualify and registering is really quick and easy – do it online at:

<https://www.cloudforedu.org.uk/ofsm/sims-wirral/>

2. If you want your child to have a free, healthy meal at lunchtime that's great – they will get the free meal (saving you more than £350 a year) and the school gets extra money to help your child and others in their class.

3. If you don't want your child to have a free school meal they can continue as normal – as long as you qualify, and are registered, the school still gets the extra money.

Gayton Primary School - Privacy Notice (How we use pupil information)

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
- Medical information
- Special educational needs information
- Exclusions/behavioural information

Why we collect and use this information

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 lawful basis on which we use this information

We collect and use pupil information under

- Article 6 and Article 9 of General Data Protection Regulation
- Data collection Census purposes - Education Act 1996. This information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory and the school has a legal basis to collect it, some pupil information is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), the school will inform you whether you are required to provide certain pupil information or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data is being used.

Retaining and Disposing of pupil data

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. We retain and dispose of records in accordance with our records retention and destruction policy.

Who we share pupil information with

We are required to share pupils' data with the DfE on a statutory basis. We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE) (Statutory)
- School Nurse, NHS.
- The National Pupil Database (NPD)

Why we share pupil information

We do not share information about our pupils with anyone without consent, unless there is a legal basis to do. Examples of legal basis for sharing information is given below.

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>.

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 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.

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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information, or be given access to your child's educational record, contact Mrs J McAleny, Headteacher or Mrs A Gore, Business Manager. The Data Protection Officer for Gayton Primary School is Jane Corrin and she can be contacted via the school office on 342 3772.

Individual's Rights

GDPR gives individuals the following rights:-

The right to be informed - Individuals have the right to be informed about the collection and use of their personal data.

The right of access - Individuals will have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information

The right to rectification - Individuals have the right to have inaccurate personal data rectified.

The right to erasure - individuals can request to have personal data erased, also known as the right to be forgotten'. Individuals can make a request for erasure verbally or in writing and we have a month to respond. The right is **not absolute** and only applies in certain circumstances.

The right to restrict processing - Individuals have the right to request the restriction or suppression of their personal data. This is **not an absolute** right and only applies in certain circumstances

The right to data portability - Individuals can obtain and reuse their personal data for their own purposes across different services. This right only applies to information an individual has provided to a controller.

The right to object – to processing including direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics

Rights in relation to automated decision making and profiling – you can object to decision making based solely on automated means without any human involvement.

Contact

If you have a concern about the way we are collecting or using pupil's personal data, we request that you raise your concern with us in the first instance. If we cannot resolve your query then you have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Mrs J McAleny, Headteacher or Mrs A Gore, Business Manager or Jane Corrin and she can be contacted via the school office on 342 3772.

A copy of this can be found on our school website.

Privacy Notice produced 16th May 2018

Privacy Notice Reviewed 29th May 2020