

# Welcome to Lons Infant School

Learning, Opportunities, Nurturing, Success



# School Prospectus

## Welcome from Miss Guthrie

On behalf of all the children, staff and governors, I would like to welcome you to our school prospectus. It is designed to give you a flavour of our school and is packed with information that we hope you will find both useful and informative.

If you are a prospective parent looking for a place for your child, then please contact the school office where we will be delighted to help you.

We are a small infant school, with children between the ages of four and seven years old. Whilst they are with us in our school family, the children are nurtured and supported to promote their holistic development.

Our school was built in 1974. It has 3 classrooms, a hall, a dining area, a library, a computer suite and a positive play/nurture area. We have 90 children maximum in school at any one time. We are lucky enough to have an extensive woodland on site which we use for forest school, science, art, stories and much, much more.

We place a strong emphasis on developing the basic skills that children need to be successful. In Early Years Foundation Stage (EYFS –Reception), child-initiated learning is a large part of the planned activities. Early reading, writing and math's skills are taught in small groups to make sure that children get just the right level of support.

We focus on a value theme each term to ensure that children know about cooperation, kindness, respect, honesty, determination and responsibility and we praise these values and life skills within the school. We believe that by teaching and valuing these qualities we enable the children to become thoughtful, courteous and considerate caring citizens for our fast-changing world.

We passionately believe that children's wellbeing and happiness are inextricably linked with their learning. We promote and support children's well-being and personal development through our Personal, Social and Emotional curriculum.

Moving into key stage one, the children develop their academic skills through whole class teaching and group work based around termly topics. As an infant school we provide as much hands-on learning as possible to engage and enthuse the children.

We look forward to welcoming you to our school. We work in close partnership with our families to ensure that all children leave us with a love of learning and a readiness for the next stages of their education.

Thank you for considering us as your child's first school.

*Annette Guthrie*



## **Our Mission Statement**

At Lons Infant School, we believe that children come first and that all people involved should work together to provide and sustain the best possible environment for them to achieve their full potential.

We strive to achieve high standards in every aspect of school life by stimulating an enthusiasm in each child to aim for personal excellence whilst being sensitive to the needs of others.

We endeavour to encourage every child to behave responsibly in a loving, caring, secure and happy environment which is welcoming and homely where our children can all confidently and develop in a safe and secure place.

Value and respect independence by creating a love of learning where our children can learn to blossom and grow to be confident and positive thinkers in later life.

Each child is unique and individual. We create valuable learning opportunities whilst encouraging a sense of belonging to a community.

We support children in developing skills for life to enable them to become happy, successful citizens who grow to become life-long learners.

## **Learning, Opportunities, Nurturing, Success**



# Meet the Team

We are so proud of our amazing staff team who ensure that all our children achieve their true potential and work hard with families to overcome any barriers to learning.

Miss Annette Guthrie is our Head Teacher.

In the school office, you will be greeted by Mrs Angela Allwood, our School Business Officer and Clerk to Governors.

Miss Oakley is our SENCo.

## Teaching Staff

### Reception/Y1 (Pine Tree Class):

Mrs Samantha Powell (Mon, Tues, Wed am)

Mrs Jemma Eyley (Wed pm, Thurs, Fri)

### Year 1/2 (Oak Tree Class):

Miss Rebecca Oakley

## Teaching Assistants

Mrs Rachael Bishop

Mrs Katrina Chapman

Mrs Clare Yendle (ELSA)

Mr Rob Sellers

Mrs Julie Hurst

Mrs Catherine Birchmore

## Support Staff

Mrs Karen Huckerby – Midday Supervisor

Mrs Jess Higginbottom – Midday Supervisor

Miss Helen Birch – Play leader

Miss Ami Stone-Payne – Caretaker

# The School Day

## Settling in

### Reception/Y1

The school day starts at 8.30am and ends at 3.00pm.

Entry to the school is via the top gates on Ledo Avenue.

### Year 1/2

The school day starts at 8.30am and ends at 3.00pm.

Entry is via the main gates on Tavistock Avenue. Please line up on the path along the fence.

School is responsible for your child's safety between 8.30am and 3,00pmpm. There is no official supervision before or after these times and in the interest of safety we ask that children do not arrive before and that they leave promptly at the end of the day.

For security reasons the doors are kept locked until 8.30am and relocked at 8.40am ready for school day.

Parents are asked to accompany their child to the school doors and wait for them to be opened. Children should say goodbye to parents at the door and staff will ensure children reach their classrooms. Between 8:30am and 8:40am, the children take part in early morning work (handwriting, or responding to marking) just while they are settling in. The registers are taken at 8:30am and learning begins immediately after. Any child arriving after 8:40am will be marked as late on the register.



## Learning

The children start the day with Phonics, followed by Literacy and/or reading groups.

Playtime is at 10.45am for 15 minutes and then it is Numeracy until lunchtime.

Lunchtime is from 12.00noon until 1.00pm.

During the afternoon, children do Topic work (History, Geography or PSHE etc). However, Tuesdays and Wednesdays are slightly different. We have a Sports Coach in from Amber Valley School Sports Partnership (AVSSP) for half a day on Tuesday afternoon to do P.E. with the children and on a Wednesday afternoon, it is Tai Chi.



## The end of the school day

Parents are asked to park as far away from the school gates as possible to avoid congestion to our resident neighbours on Tavistock Avenue and Ledo Avenue. We ask parents not to park in front of our neighbour's drives or in the school carpark when dropping off or picking up.

Please note; dogs are not allowed on the school premises.

## Admissions

If your child was born between the 1<sup>st</sup> of September 2019 and the 31<sup>st</sup> of August 2020, they will be able to start school in September 2024. The school can take up to 90 children (30 children in each year group). All are welcome to apply, even those outside our catchment area.

Entering school for the first time is a big step in a child's life and our aim is to make this step as smooth as possible for both you and your child. EYFS staff will go and visit your child in their own nursery setting. We invite you for a stay and play with your child and then we hold meetings during the summer term prior to the children starting school in September. This is a great opportunity to share information.

EYFS children start school in September along with the older children in KS1, so they may feel a little tired for the first few weeks until they have settled into a routine.

Applications must be made via the Derbyshire County Council website. Please visit: <https://www.derbyshire.gov.uk/education/schools/school-places/primaryadmissions/primary-infant-and-junior-school-admissions.aspx> to be taken directly to the admissions page. If you need any help with the application process, please contact the school office

Confirmation places will be sent out by Derbyshire County Council in the summer term.

For more information, please visit our 'Admissions and Transition' page on the school website: <https://www.lons.derbyshire.sch.uk/admissions/>



## Attendance and Illness

It is important that you let us know if your child is away from school for any reason, by telephone before 8.30am on the first day of absence. If we have not been advised of a reason for your child's absence, we will enquire by telephone to establish the reason. If we are not advised of the reason for your child's absence, the absence will be marked as 'unauthorised'.

If your child is ill, please telephone the school office by no later than 8.30am. If there is no answer, please leave a voicemail stating the reason for your child's absence.

Please do not email regarding absences as these can be missed by going into junk mail.

**Sickness and Diarrhoea** - In the case of sickness and/or diarrhoea, please keep your child off for 48 hours from the last time they were ill. Children need to be clear of any symptoms for a full 48 hours before returning to school.

**Conjunctivitis** - If your child is suffering with Conjunctivitis, they are able to come to school as long as it is being treated. However, please encourage your child not to rub their eyes and to wash their hands regularly.

**Chickenpox** - it is recommended that children stay away from school until all the spots have crusted over. This is usually 5 days after the spots first appeared. Up until this point, your child may still be contagious.

**Impetigo** - if your child has been diagnosed with impetigo, they need to remain at home until the lesions are crusted and healed, or 48 hours after starting antibiotic treatment.

**Head lice and nits** - there is no need to keep your child off school if they have head lice. All we ask is that you inform the school office as soon as you notice them and start treatment immediately. We have a duty of care to all parents and will need to send a message out to other parents asking them to be vigilant.

**Threadworms** - please keep an eye out for itching bottoms as this can be a symptoms of threadworm. You do not need to keep your child off school if they have threadworm but please seek treatment immediately. Please encourage your child not to itch and ensure they know to wash their hands regularly. For more advice on this, please visit the NHS website: <https://www.nhs.uk/conditions/threadworms/>. Again, please inform the school office as soon as you are aware your child has threadworm as a message will need to be sent out to other parents in your child's class.

**Asthma** - if your child has a diagnosis of asthma and has prescribed inhalers, we are happy to keep them in school. Please ensure that your child's inhaler is sent in in a clearly marked box/bag and you have completed the Administration of Medication Form.

We are happy to administer medications in school. However, please complete an Administration of Medication Form (available from the school office) prior to sending in any medication. We are unable to hold or administer medication without this form being completed. Please note; the school does not carry a stock of Calpol and we do not administer medications containing aspirin or ibuprofen unless prescribed by a doctor.

All staff are first aid trained. Parents will be informed immediately should an emergency arise in school.

## Term Time Leave of Absence

If you need to apply for a term-time leave of absence, please contact the school office. A form will then be given out to you. Please see our Term Time Leave of Absence leaflet at the end of this document for more information.

Please try to avoid taking children out of school during term time for a holiday. If you do, this will not be authorised and you may receive a fine.

## School Dinners

School meals are cooked on the premises and we encourage the children to try the range of the food on offer.

In 2014 the Universal Infant Free School Meal (UFSM) policy was introduced. All children in EYFS, Year 1 and Year 2 are entitled to a free meal regardless of personal circumstances. This is subject to change with government policy.

All children are asked every day during registration if they require a cooked dinner or will be having their own sandwiches. Politeness and good table manners are expected at all times whether they have a school dinner or sandwiches.

We have an excellent team of midday supervisors and we look to all parents to give them their full co-operation and support.

To view the school menu, please visit: <https://lons-infant-school.secureprimarysite.net/school-menu/>

The menu changes twice a year but the most current version can always be found on our school website. Look out for special 'Theme Days' when there is a special menu different to the normal one. These can be found at the bottom of the menu on the school website. A vegetarian option is always available and food allergies can be catered for. You will be asked about food allergies when you complete our Student Update Form prior to your child starting with us. If your child is a vegetarian, please let us know via the Student Update Form.

If your child would prefer a packed lunch please provide a healthy meal in an appropriate, clearly labelled container.

### Drinks and snacks

All children are provided with fruit for their morning snack. However, please provide water in a drinks bottle daily.



# School Uniform

Our school uniform can all be purchased direct online from **My Clothing** [support@myclothing.com](mailto:support@myclothing.com) or telephone: 0800 059 0594 or visit their website [My Clothing](#)

All children are expected to wear school uniform. Please note; **it is very important that all items of clothing are clearly labelled with your child's name.** Without a name they all look the same!

<b>Skirt, dress or trousers</b>	Preferably navy (alternatively black or grey)
<b>Shoes</b>	Black
<b>T-Shirts/Polo Shirts</b>	Jade (with school logo)
<b>Sweatshirt/cardigan</b>	Navy (with school logo)
<b>School book bag</b>	School book bag (with school logo)
<b>Summer dresses</b>	Green or navy

We also ask you to provide the appropriate P.E. kit for your children:

- One pair of black plimsolls
- Navy/black PE shorts
- White or navy t-shirt (with or without logo)
- Drawstring bag in which to keep P.E. clothing (Please avoid rucksacks as they cause tremendous problems in the cloakroom due to lack of space)

For health and safety reasons, we do not allow children to wear jewellery in our school. The only exceptions to this rule are earring studs in pierced ears, and small objects of religious significance, such as a crucifix on a chain. However, earrings should be removed prior to school on a Tuesday and Wednesday in readiness for PE and to avoid injury during the PE lesson.

## Behaviour and self-development

### Good manners

We ask for your help in providing common standards between home and school. School rules are based upon good manners, thought for others and practical common sense. They are designed for the safety and welfare of all and make it easy for the children to know what is expected of them.

As a staff we set a positive example and provide an atmosphere of praise and encouragement.

Children are encouraged to report incidents and not retaliate. Staff will listen and take appropriate action. Parents are informed if their child's behaviour is causing concern.

## **Bullying**

We take bullying seriously. Bullying is the wilful, deliberate, conscious desire to repeatedly hurt, threaten or frighten someone and is unacceptable.

We will never ignore suspected bullying, we will listen carefully to all accounts, strategies will be developed to address the behaviour, and we will follow up repeatedly, checking that bullying has not been resumed. We will encourage parents and children to report incidents or concerns straightway. Bullying is addressed in our personal, social and health education curriculum.

Anti-racial behaviour will not be tolerated and we need your full support and cooperation. The school has a strict policy to address these issues.

Should any difficulties arise in school you will be informed and involved in dealing with the issue. If your child is experiencing any problems, we need to know straight away. The earlier we can tackle a problem, the better. It may seem a small problem to you but to a child it matters a lot.

Any changes at home can also have an effect so please notify school so we can help.

## **Homework**

Children will bring home books and activities to develop skills and competence in reading and maths. It is our expectation that children read at home at least three times per week. They may also bring home challenges which will earn them Dojo points in school.

# **Curriculum**

## **Explore, Investigate, Play**

Children are provided with an Early Years Foundation Stage (EYFS) curriculum in their first year, which will help them learn through play and exploration. Their journey leads into Key Stage One which begins in Year One and lasts until the end of Year two.

### **The Early Years Foundation Stage (EYFS – Reception)**

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development. Children develop 3 prime areas. These are:

- Communication and Language;
- Physical Development;
- Personal, Social and Emotional Development.

Children will also develop skills in specific areas of:

- Literacy;
- Mathematics;
- Understanding the World;
- Expressive Arts and Design.

The curriculum is designed to be flexible so that staff can follow your child's unique needs and interest when planning activities. Children in the EYFS learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outdoors.

### Play

Play underpins all development and learning for our young children. Most children play spontaneously, although some may need adult support. It is through play that they develop intellectually, creatively, physically, socially and emotionally.



### Key Stage One (Years One and Two)

For children aged 5 to 7 years the main topics of the curriculum are:

- English;
- maths;
- science;
- computing;
- history;
- geography;
- design technology;
- music;
- art;
- PE;
- RE;
- Personal, social, health and economic education.



For more information on what your child will learn, please see the '*Curriculum*' section on the school website.

## **Enriched curriculum: trips and visits**

### **Trips**

To further enrich our curriculum all children are offered a range of visits which are connected with work in the classroom. We make visits locally and further afield, and invite visitors into school from the wider community. Previous trips have included;

- Derby Open Centre
- Yorkshire Wildlife Park;
- Wirksworth Stone centre
- Crich Tramway museum
- All Saints Church Ripley.

### **Visitors**

We arrange visits to the school by theatre groups and those with professional expertise such as singers, artists and musicians. Recent visitors have included:

- Portrait drawing;
- Open Centre;
- Pantomines/Theatre Groups;
- The Owl Experience;
- PCSO.
- 

The school will notify parents of any costs for trips and activities, and invite voluntary contributions. No child will be excluded from such visits because of parents' inability or unwillingness to pay. However, visits which cannot be financed in this way will unfortunately not take place.

### **Your child's achievements**

We work closely with your child's previous settings. They send us their latest assessments and learning journals so that we can see where your child is at and plan work relevant to their stage. However, some children can forget things they have learnt over the summer holidays and may need to relearn.

Assessments and observations of children's learning take place throughout the year in all year groups. Teachers use ongoing assessments to plan next steps in children's learning. Year 1 do phonics checks throughout the year in preparation for the phonics screen check in June. Year 1 and 2 pupils are assessed half termly in reading, every three weeks in writing and at the end of a teaching block in maths. Children in reception are assessed termly in relation to early learning goals. You will be informed of your child's progress regularly throughout the year.

Parents are invited to take part in parent consultations twice a year; October/November and March. This is an opportunity to meet with your child's class teacher to discuss progress and achievements.

All parents will also receive an annual report. Reports are written by the class teacher and inform you about your child's academic achievement and a summary of their personal and social development.

## Forest Learning

We are fortunate enough to have an extensive woodland on site which we use for Forest School, and much, much more.

Forest Learning is the name for the outdoor environment on a regular basis. It best provides freedom to enjoy the natural world within a safe and secure environment.

We start our sessions by sitting in a circle and discussing the activities, and related safety rules for the day. During our sessions children will have the opportunity to take part in activities that will teach them about caring for, managing and understanding the woodland environment. They will also use hand tools such as potato peelers to make some woodland items.



## Extra-Curricular Activities

We have a variety of clubs throughout the school year. These are run by both class teachers and outside agencies such as Amber Valley School Sports Partnership (AVSSP). Some examples of clubs which have previously run are:

- Gymnastics
- Drawing Club
- Archery
- Football.
- Gardening



## Pastoral Care

Whilst academic achievements are an important part of school life at our school, all our children have the opportunity to also enjoy a wide variety of sporting and musical opportunities, as well as trips. Our pastoral care ensures all children are kept safe and are supported both inside and outside school.



## School Council

Children have a voice in running the school through our School Council. The school council will ask children what they need in school to make it better and organise fundraising events to buy new resources requested.

## Parent Partnership

Another very important part of our school is you, the parent. We value the link between school and parents, and work very hard to involve you in every step of your child's time here.

We hope that your time with us will bring both happiness and success for your child. We have an open door policy and encourage parents to communicate with us as their input is always greatly appreciated.

## **Parents in school**

We actively encourage parents to help in school. Parents can help in school with reading, playing games, fund raising activities, forest school and school visits etc.

If you have any spare time we would welcome your help in school. Please contact the school office.

## **Communicating with parents**

At Lons Infant School, we have a high level of communication with parents. However, we are endeavouring to become a paperless school.

You are very welcome to speak with your child's class teacher at the end of the day.

The head teacher has an open door policy and welcomes parents in a morning and with an appointment throughout the day.

Our main form of communication is via Dojo. Letters, newsletters, diary dates and other useful information is added to the website. Documents such as reports will be emailed out to the primary email address we hold for you.

Class teachers put photos on ClassDojo. You will be sent a password to ClassDojo prior to your child starting with us.

We ask all parents to sign a Home School Agreement which shows our commitment to you and your child, and your commitment as a parent in our school. We work together to ensure a good start to your child's education. A copy of this can be found at the end of this document.

## **Reading diaries**

All children are given a reading diary which will come home every day in their book bag. We hope that parents will share reading books with their children regularly and make comments in the diary which will also be written in by staff.

## **Friends of Lons Infant School (FOLIS)**

FOLIS are a group of parents that aim to raise funds for the school. They do this through running various fundraisers throughout the year.

We believe the children all really benefit from the money raised and always enjoy the events we run.

If you are interested in helping with FOLIS please contact the school office.

## **ParentPay**

Lons Infant School is now a cashless school. ParentPay is a safe and easy way to pay all things school-related, from school trips to pupil designed Christmas cards. We also use ParentPay to request consents for activities and events, and for signing your child up to a particular club.

You will be sent a ParentPay activation letter, via email, in the July as your child starts with us in September. We ask that parents activate their account as soon as

possible, preferably before September, as items will start appearing in ParentPay quickly into the new academic year.

We are aware that some parents may not be comfortable making payments online and so have the option to use the PayPoint network at local convenience stores. There are a number of PayPoint stores local to Ripley. However, you still need to activate your ParentPay account to be able to give consents etc. PayPoint payments are also recorded on ParentPay.

Please contact the school office if you wish to use the PayPoint facility.

### **Lons Infant School Governing Body**

Governors are like a board of directors who meet at least once a term and make policy decisions and discuss how the school is run. School Governors have legal duties, powers and responsibilities.

School Governing bodies should always have at least one Parent Governor who will give parents a voice.

Parent Governors are elected by other parents through a ballot and vacancies are advertised as they arise. If you are interested in becoming a Parent Governor, please contact the school office. For more information on the Lons Infant School Governing Body please visit the school website.

## **Inclusion: A curriculum for all**

### **Equal Opportunities**

The school has a firm commitment to offering equal opportunities to all children in all areas of the curriculum, as well as extracurricular activities.

In addition, opportunities are provided for children to broaden their understanding of how individual differences enrich the community and to question stereotyped views and practices whenever they occur.

### **Special Educational Needs and Disability (SEND)**

On occasions, some children may require additional support or the curriculum to be adapted. Staff will discuss any concerns with you at the earliest opportunity. Parents are encouraged to approach the school regularly regarding any worries as it is essential for home and school to work together in order for children to make maximum progress.

If we feel your child is in need of SEND support, we will discuss this with you. If we then find it may be necessary to request help from an outside agency in order to get your child extra support, we will consult with you and seek your permission.

Parents are kept fully informed of progress, through review meetings.

## **Access**

To help pupils, parents and other visitors with disabilities get around our school we have a disabled toilet, ramps and wider doors.

## **More Able Children**

All children are challenged to achieve their full potential.

As well as providing extra challenges in learning activities, we are always looking for opportunities to stimulate and inspire the children.

## **Lons Infant School Early Help Offer**

Every family has its ups and downs. Being a parent is hard work and there are no instructions. Sometimes, you and your child may need extra support. This can be at any point through their school life. There is nothing to be ashamed of in asking for help.

'Early Help' helps you recognise what is going well for you, where you may benefit from extra help and who is the best person to work with you and your family to make this happen. This may be through an Early Help Assessment (EHA).

We seek to work in collaboration with families, with openness, integrity and understanding, and with the needs of the child at the centre of all we do.

Early Help is everyone's responsibility. As such you can speak with any member of the school team who would be happy to work with you. For more information, please contact the school office.

## **Further information**

Our school website is still very new and new items, documents and policies are always being added so please check back regularly. If there is anything specific you need, or would like to speak to someone about your child starting with us, please contact the school office.

A copy of the school's latest Ofsted report is available on the school website:

<https://www.lons.derbyshire.sch.uk/ofsted-and-performance-data/>

## **Useful links and information**

School phone number: 01773 744319

School website: <https://www.lons.derbyshire.sch.uk/>

School email: [info@lons.derbyshire.sch.uk](mailto:info@lons.derbyshire.sch.uk)





**APPLICATION BY PARENT(S)/CARER(S) FOR A CHILD(REN)'S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES**

**To the Headteacher**

Name of Child(ren) .....

Class .....

Name of parent(s)carer(s)

.....

Address

.....

.....

.....

I/We wish to apply for our child(ren) to be absent from school for exceptional circumstances.

Dates: From .....

To .....

Total number of days .....

Please supply as much detail as possible, the reason for your request and why you feel it is exceptional circumstances. (Please supply written evidence from your employer of any compulsory work holidays.)

Signed: ..... Date:

.....

Signed: ..... Date:

.....

If your child has any siblings at any other school that will also be absent on these days please provide the name of the sibling and the school here:-

.....

.....

Consequences for parents taking children on holiday in term time which are not authorised by the school MAY result in a Penalty Notice of £80 per parent per child, increasing to £160 if not paid within 28 days, being issued by the Local Authority.

**School Use Only:** Date received: ..... Attendance:

.....

Interview offered to parent Yes/No By: ..... Date:

.....

Authorised? Yes/No By: ..... Date:

.....

Penalty to be issued Yes/No By: ..... Date:

.....

Parent informed by phone call	Yes/No	By: .....	Date:
.....			
Parent informed by letter	Yes/No	By: .....	Date:
.....			

# Lons Infant School

## Pupil and Family Privacy Notice

### Section 1 - What this privacy notice is for

Lons Infant School collect, hold, use and share information about our pupils and their families.

This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

### Section 2 - The types of information that we process

- personal information that identifies you, and your contact details. This includes name, date of birth, unique pupil number, photographs, contact details and address;
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- behavioural information (such as exclusions and any relevant alternative provision put in place);
- assessment and attainment (such as National curriculum assessment results e.g. Key Stage 2 results, exam results and student performance at different data collections, [post 16 courses enrolled for] and any relevant results);
- extra-curricular and enrichment participation.

### Section 3 - Special category data

- characteristics (such as ethnicity, language, and free school meal eligibility);
- safeguarding information (such as court orders and professional involvement);
- special educational needs (including the needs and ranking);
- medical information (such as Doctor’s information, child health, dental health, allergies, medication and dietary requirements);
- funding (Free school meal, Pupil Premium, ESA, High Needs Funding and Catch Up Funding).

### Section 4 - Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- to support pupil learning;
- to monitor and report on pupil attainment progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to keep children safe;
- photographic images for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events);
- to meet the statutory duties placed upon us by the Department for Education;  
□ to comply with the law regarding data sharing;

- for site security;
- protect public monies against fraud;
- to streamline systems.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) - Compliance and Legal Obligation as set out in the Education Act 1996 (as amended). We are required to share information about our pupils with the (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. **In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer.**
- Article 6(e) - Public Interest

In addition, we rely on GDPR Article 9 and the Data Protection Act 2018 Schedule 1 Part 1 and Part 2 concerning any special category data (personal data that needs more protection because it is sensitive). Please refer to our Special Category Data Policy document for full details of these lawful bases for processing this data.

### **Section 5 - How we collect pupil information**

We collect pupil information via admission forms completed by parent/carer when a student joins our School, data collection forms, information provided by; parent/carer, the previous school/provisions, local authorities, NHS, Police, the Department for Education (DfE) and by secure file transfer Common Transfer File (CTF).

Pupil data is essential for the Schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. We will let you know, when we ask you for data, whether you are required to provide the information and your rights in relation to this.

### **Section 6 - How and where we store pupil information**

We securely store pupil information on the School's IT network, which is hosted on a server at Lons Infant School. The network is managed and maintained by Wolvern IT. Pupil information is also stored on the cloud which is provided by Microsoft Office 365. Access to the network and cloud is controlled and secured by passwords at levels appropriate to need. Laptops are encrypted and password controlled. Staff abide by our Acceptable Use of IT, the Internet and Electronic Mail Policy. Secure storage is provided for paper based records. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit:

<https://www.lons.derbyshire.sch.uk/policies/>

We are currently following the instructions of the [Independent Inquiry into Child Sexual Abuse \(IICSA\)](#) which states that student records should not be destroyed until this inquiry is complete.

## **Section 7 - Who we share pupil**

**information with** We routinely share pupil information with:

- schools that the pupils attend after leaving us;
- feeder schools;
- our local authority;
- other relevant local authorities;
- our Governing Body;
- the Department for Education (DfE) Inc. Learner Record Services and the National Pupil Database;
- Police and other law enforcement bodies;
- NHS (agencies and services)/School Nurse;
- external systems used by the School to carry out day to day processes and requirements. For example, and not limited to; RM Integris, Wonde, PrimarySite, ClassDojo, Edenred, Microsoft Forms, GDPRiS, Starvision Photography, My Concern, ParentPay, SchoolCloud.

## **Section 8 - International transfers**

In connection with the purposes identified above, your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA that is not subject to an adequacy decision by the EU Commission, information is adequately protected by EU Commission approved standard contractual clauses or a vendor's Processor Binding Corporate Rules. For more information on the transfer mechanism used, please contact us at the details set out below.

## **Section 9 - Why we regularly share pupil information**

- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

- We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:
  - the Schools Admission Code, including conducting Fair Access Panels.

## **Section 10 - Requesting access to your personal data, and other rights**

Under data protection law, pupils have the right to request access to information about them that we hold, and in some cases, parents can make the request on the pupil's behalf. Parents also have the right to access their child's educational record. You also have the right to:

- be informed about the collection and use of your personal data;
- rectification, ie to have inaccurate personal data rectified, or completed if it is incomplete;
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation;
- restrict processing, although, as above this is a limited right;
- object; though other than for marketing purposes, this is also limited as above;
- where we rely on your consent to process your data, you have the right to revoke that consent;
- you also have rights in relation to automated decision making and profiling, though these are not currently relevant;
- finally, the right to seek redress, either through the ICO, or through the courts.

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

## **Section 11 - How the Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school;
- informs 'short term' education policy monitoring and school accountability and intervention (for example, Pupil Progress measures);
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school).

### *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/datacollection-and-censuses-for-schools>

### *The National Pupil Database (NPD)*

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

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

### *Sharing by the department*

The law allows the Department to share pupils' personal data 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 Department's NPD data sharing process, please visit:

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

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

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

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

### *How to find out what personal information the DfE holds about you*

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

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

If you want to see the personal data held about you by the Department, you should make a

'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

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

### Section 12 - Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

### Section 13 - Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance. Please contact the school office, Head Teacher or School Data Protection Officer: **Data Protection Officer:** GDPR for Schools, Derbyshire County Council

**DPO Email:** [gdprforschools@derbyshire.gov.uk](mailto:gdprforschools@derbyshire.gov.uk)

**DPO Phone:** 01629 532888

**DPO Address:** Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

*For Derbyshire County Council:*

Information Governance Officer

Children's Services Department, Derbyshire County Council

Room 361

County Hall

Matlock

Derbyshire

DE4 3AG

Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)

Telephone: 01629 532011

*For DfE:*

Public Communications Unit,

Department for Education,

Sanctuary Buildings,

Great Smith Street,

London, SW1P 3BT

Website:

[www.education.gov.uk](http://www.education.gov.uk)

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

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

<http://www.education.gov.uk>

[v.uk](http://www.education.gov.uk)

Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number Z589594X, and stating that the Data Controller is Lons Infant School.

Information Commissioners' Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>

#### **Section 14 - Monitoring and review**

This policy will be reviewed annually by Derbyshire County Council Education Hub, or sooner if significant changes are made to the law

