



Medlar with Wesham Church of England Primary School



Induction Pack
September 2024 - 25



Medlar with Wesham C of E School

A welcome letter from the Head Teacher:

Dear Parents and Carers,

We are extremely proud to welcome you to our school family, where children enjoy learning and playing together. We recognise that every child is unique and our dedicated staff work hard to ensure that each child reaches their full potential in all aspects of school life.

Our distinctive Christian ethos and culture ensure that all children leave us with the key skills and knowledge to equip them for the future, whilst at the same time being **curious**, **confident** and **resilient** learners.

The children in EYFS will be taught alongside some of the Year 1 children. We have carefully designed a new inspiring curriculum and set out a 'two year rolling programme', over the course of two years. The topic titles on the rolling programme are a starting point and may change or be adapted, often based on the children's interests, to make the learning as exciting and engaging as possible. Mixed-age classrooms are beneficial for young children's development. Studies show that they thrive socially and emotionally. They can generate a family of learners who support and care for one another, just like in single aged classes.

Over the next few months, before your child joins us officially in September, we are looking forward to getting to know you all as parent educators and forming strong, positive relationships between home and school to ensure all the children flourish when they are in our care.

Finally, we hope you can join in as many of the 'Induction Programme Activities' we have organised, as sent out to you in Mrs Prince's welcome letter. (Also included in handouts). Please don't hesitate, in the meantime, to get in touch with myself, should you have further questions. This can be through Class Dojo, email or by making an appointment with the school office.

Kind regards,

Mrs Panther

Headteacher

head@weshamcofe.lancs.sch.uk

01772 682836

Medlar with Wesham C of E Primary School
Welcome to our School

The Main School



The Main Playground



The Pavilion



The School Field, Running Track and Trim Trail

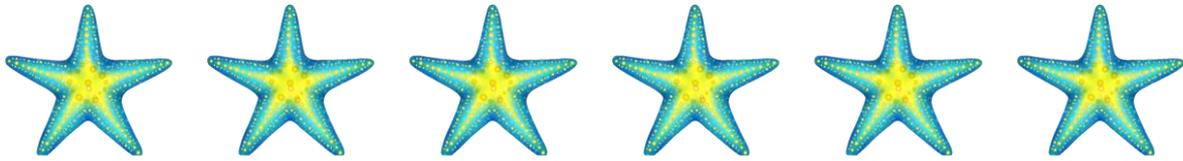


Medlar with Wesham C of E Primary School
Welcome to Rainbow Fish Class

This is our classroom. We have an indoor and an outdoor learning area.



Medlar with Wesham C of E Primary School
Our School Story

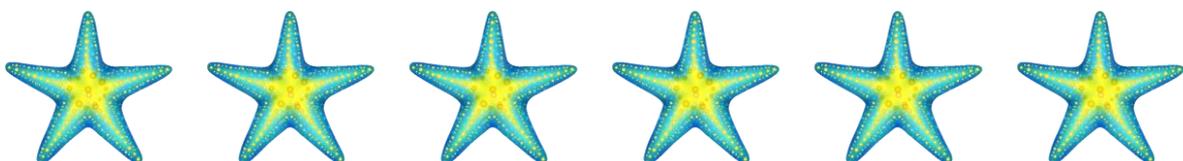


The Tale of The Starfish

An old man, walking on the beach at dawn, noticed a young man ahead of him picking starfish and flinging them into the sea. Catching up with the youth, he asked what he was doing. 'The starfish will die if they are still on the beach when the sun toasts them with its mid-morning heat,' came the answer.

'But the beach goes on for miles, and there are millions of starfish,' countered the old man. 'How can your effort make any difference?'

The young man looked at the starfish in his hand and then threw it to safety in the waves. 'It makes a difference to this one,' he said.



Medlar with Wesham C of E Primary School

Gospel Values

Our Core Gospel Values have been specially chosen to help us live out our lives as Christians in our school and community. They are courage, respect, hope, forgiveness, wisdom and faithfulness.

“Courage is the ability to do something that frightens you.”

“Respect is to love God and your neighbour.”

“Hope is to be confident something will happen and helps you keep going.”

“Forgiveness is to wipe the slate clean and stop feeling angry towards someone.”

“Wisdom is to have good judgement and sensible thinking.”

“Faithfulness is to be loyal to God and follow his teachings.”

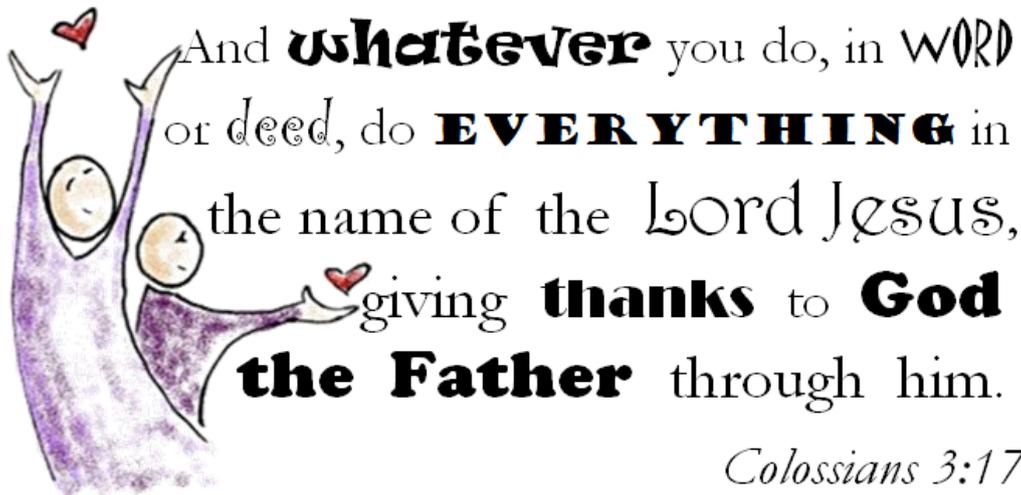
Medlar with Wesham C of E Primary School

Our Mission Statement

We are a loving, caring, distinctively Christian family, providing an excellent education in a safe, happy environment, where every individual is valued as a child of God.

Our Bible Scripture

Our Bible Scripture has been chosen as the foundation of everything that we try to do at our school.



And **whatever** you do, in **WORD** or deed, do **EVERYTHING** in the name of the **LORD JESUS**, giving **thanks** to **God the Father** through him.

Colossians 3:17

Our School Motto

'More than I am'

Our School Motto links with our Bible Scripture. We aim to be 'more than I am' by doing everything in Jesus' name and remembering what, would Jesus do?

Medlar with Wesham C of E Primary School

Our School Prayer

Oh my God, I give to you,
All I think and say and do.

All my work and happy
play,

I will give to you today.

Jesus, Jesus, I love you,

Jesus, Jesus, yes I do.

Amen



Medlar with Wesham C of E School

Worship

Worship Our Way

We come together throughout the week as a school family to Worship together and give thanks to God.

On Friday's we have a celebration Worship in Christ Church at 10:45 am. Parents/guardians are very welcome to join us to celebrate our Gospel Value Heroes of the Week, birthdays and any other special achievements.



Medlar with Wesham C of E Primary School

The 'Wesham Way' Working Together As A School Family

School will:

- 1) Take care of your child and promote their spiritual, moral, intellectual, cultural, emotional and social development.
- 2) Encourage children to develop a sense of responsibility towards themselves, others and the world around them.
- 3) Promote behaviour that ensures 'Ready, Safe, Respect' in a caring environment.
- 4) Regularly monitor and report on your child's progress in school.
- 5) Maintain effective links with parents and carers and forge strong relationships in order to ensure your child has the best 'education team' around them at home and in school.

Parents and Carers will:

- 1) Ensure that your child attends school, is punctual and in the correct uniform including PE kit.
- 2) Support all school policies, upholding our expectations for learning and behaviour (Ready, Safe and Respect)
- 3) Support your child at home completing daily reading and weekly homework.
- 4) Attend Reviews and Parents' Evenings; informing the school of any concerns regarding your child.
- 5) Promote a healthy lifestyle including online safety, healthy eating, sleep habits, oral hygiene and positive mental health and well-being.

Our Pupils will always demonstrate 'Ready, Safe and Respect'.

- 1) We will be kind and courteous.
- 2) We will listen and be listened to.
- 3) We will be curious, resilient and confident learners.
- 4) We will respect ALL pupils, adults and property.
- 5) We will live out our Gospel Values.

Ready



Being a good listener.



Having tools out for learning.



Being smart and tidy.



Looking after things in school.



Kind hands, feet and words.



One voice.

Safe



Being calm and know how to regulate.



Telling a trusted adult if you need help.



Walking indoors and move around sensibly.

Medlar with Wesham C of E Primary School School Uniform

School uniform consists of:

school jumper/cardigan
pale blue shirt
school tie
dark grey trousers - long or short
dark grey skirt or pinafore
black shoes or complete black trainers
white/grey socks/grey tights
blue and white cotton gingham dress
(summer term optional)



P.E. Kit to be worn on PE Days only:

- school PE Yellow Polo shirt with school emblem
- navy blue shorts or
- school PE track suit top/bottoms or plain navy bottoms with school jumper or cardigan (No branded sportswear please)
- black trainers

PLEASE REMEMBER TO LABEL ALL ITEMS OF CLOTHING

Items available for purchase in Kirkham from:

The Uniform & Leisurewear Company

6, Poulton Street

Kirkham,

PR4 2AB

Tel. 01772 671999

Or online at www.ualonline.uk

Medlar with Wesham C of E Primary School

What else does my child need for school?

School Bag

Medlar with Wesham school bags are provided for our new starters in EYFS. Children are provided with pencils, writing equipment and colouring pencils etc and therefore they do not need to bring these in.

School Lunches

School dinners are free for EYFS, Year 1 and 2 children.
For the rest of the school, it is £2.70 a day paid on Parent Pay.
(ParentPay, login details will be issued on admission.)

Free School Meals:

Some children are eligible for free school meals all through Primary School. You can check your eligibility and claim this via the Lancashire Council website by searching 'Free school meals'.

www.lancashire.gov.uk

Children can choose to bring their own packed lunch from home should they wish to.

Healthy Snacks and drinks

Milk:

Milk is provided for EYFS, Year 1 and 2 children, this is free until the term they are five years of age. After that it is payable every half term at £6.00 paid on ParentPay. You can check your eligibility and claim this via the Lancashire Council website by searching 'Free school meals'.

www.lancashire.gov.uk

(ParentPay, login details will be issued on admission.)

Fruit and Vegetable Snacks:

In EYFS, Year 1 and Year 2 children receive a piece of fruit or vegetable each school day as part of the 'School Fruit and Vegetable Scheme' and eat this as their playtime snack. To continue to promote healthy snack times we ask that the children bring only a piece of fruit or vegetable from home to be eaten at play time.

Playtime Toast:

Toast can be purchased through the school parent pay app. This is £1 per week. (ParentPay, login details will be issued on admission.)

Water Bottles in school:

Children can bring NAMED WATER BOTTLES into school – ideally with a sports top to prevent spillage. We promote water **not** juice for healthy teeth reasons, unless agreed otherwise for exceptional medical circumstances with your child's teacher. Juice can be included with your child's packed lunch, but it is water only during the school day. We really need your support from home with this matter and we encourage children to stay hydrated and drink water throughout the day.

If you have any other questions regarding any of the above, please do not hesitate to contact our school office on 01772 682836.

Medlar with Wesham C of E Primary School
Wrap Around Care – Before and After School Club

Before School Club

There is a Breakfast Club at St Joseph's Catholic Primary which our children are welcome to attend please phone 01772 683009 to book your place.

Breakfast Club

WELCOME TO ST JOSEPH'S
BREAKFAST CLUB

Open from 7.45am—8.45am (term time only)

£4.00 per child per session

Breakfast included.

At the end of the session the children are handed over to their class teacher or walked to Wesham C of E ready for their school day to begin.

Please ring the school office on 01772 683009 to book your child's place





Medlar With Wesham C of E Primary School After School Club

Come and join in the fun at our After School Club!
We are open every week day (term time only) from 3.15pm.
Our latest pick up time is 5.30pm.
Children will be collected from their classes at the end of the
school day.
St Joseph's children will be walked down with an adult(s.)
£6 per child per session (payable in advance.)
A variety of refreshments will be provided each night.

To book your child(ren) a place, text 07930093178
(After School Club mobile) by 11am on the day to
guarantee a place. A member of staff will reply to confirm.



After School Club

After School Club is run every day after school until 5.30pm. If you would like your child to attend, please contact Mrs Mitrica on 07930 093178 to book in advance. (payable in advance).

Extracurricular Clubs:

We also offer a range of free extracurricular clubs throughout the year after school. Letters and Class Dojo posts advertise these at the start of each half term. These run until 4:15pm on various afternoons after school and must be signed up for via the school office.

Medlar with Wesham C of E Primary School Communication and Fundraising:

CLASS DOJO APP:

<https://www.classdojo.com/>

This is our main digital communication platform for our parents and carers. You will receive an invite to download the app and register from us. Class Dojo keeps all our school family connected!

OUR SCHOOL WEBSITE:

<https://www.weshamcofe.lancs.sch.uk/>

OUR SOCIAL MEDIA:

Don't forget to follow us on Facebook and X (Twitter) to get further updates of fabulous learning taking place in our school. We would LOVE as many of our school family and wider community to FOLLOW us as possible.

<https://twitter.com/MedlarWeshamCE>

<https://www.facebook.com/MedlarWeshamCE>

PTFA (Parents, Teachers and Friends Association)



The PTFA plays a vital role in our school family and we welcome any parents, carers, grandparents, aunties, uncles and friends of our school community to come along and help us out, whatever your skills or expertise. Please come and join us at our next meeting, or school event we would welcome lots of new supporters! Mrs Parkinson or Mrs Taala in our School office can help connect you with our PTFA members and how you can help.

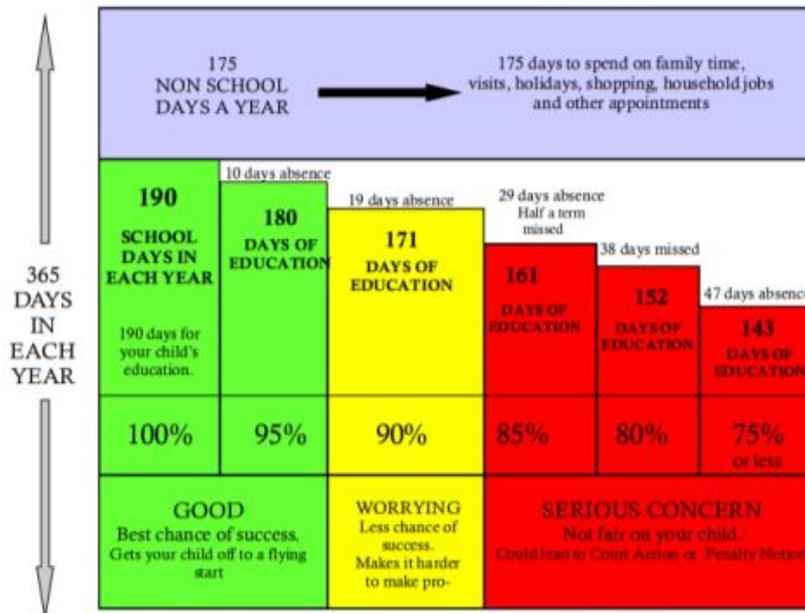
bursar@weshamcofe.lancs.sch.uk

j.taala@weshamcofe.lancs.sch.uk

Medlar with Wesham C of E Primary School

Attendance

We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. The DFE still strive for schools to be 96% attendance or above for children to have the best education possible. If you have any questions or need support with your child's attendance, please don't hesitate to contact us in school to enable us to support you and your child.



Your child deserves an education. Every day really does count.

Please help us to help you. If you are worried about your child's school attendance, there are staff available at school and within the local authority who can support you

Medlar with Wesham C of E Primary School

NEW EYFS 2024 Key dates to remember:	
Activity:	Date:
EYFS Welcome Meeting	16 th May @ 5:30pm
EYFS and KS1 Sports Day	21 st May @ 1:30pm
Week of 10 th and 17th June	Meeting Mrs Prince
'Come and Play' sessions	Group A – Thursday 4 th and Thursday 11 th July Group B – Friday 5 th July and Friday 12 th July
Year 6 Leavers Production	11 th July @ 1:30pm and 5pm
Final School Worship	19 th July @ 10:45am

Holiday Dates 2024-2025

Monday 2nd September 2024 INSET – School closed

Tuesday 3rd September 2024 INSET – School closed

Wednesday 4th September 2024 – School opens for Y1,2,3,4,5,6

EYFS Wednesday 4th Sept Group A 9:30 am – 3:00 pm

EYFS Thursday 5th Sept Group B 9:30 am – 3:00 pm

Friday 6th Sept All EYFS in from 8:45 – 3:15pm

Friday 18th October 2024 School closes

HALF TERM – Monday 21st October – Friday 25th October Inclusive

Monday 28th October 2024 INSET – School closed

Tuesday 29th October 2024 School opens

Friday 20th December 2024 School closes at 1:30pm

CHRISTMAS HOLIDAYS - Monday 23rd December - Friday 3rd January inclusive

Monday 6th January 2025 School opens

Friday 14th February 2025 School closes

HALF TERM – Monday 17th February – Friday 21st February Inclusive

Monday 24th February 2025 School opens

Friday 4th April 2025 School closes at 1:30pm

EASTER HOLIDAYS - Monday 7th April - Friday 18th April inclusive

Monday 21st April 2025 School Closed - Bank Holiday

Tuesday 22nd April 2025 - School opens

Monday 5th May 2025 School closed – Bank Holiday

Friday 23rd May 2025 School closes

HALF TERM – Monday 26th May –Friday 30th May Inclusive

Monday 2nd June 2025 INSET - School closed

Tuesday 3rd June INSET - School closed

Wednesday 4th June 2025 - School opens

Tuesday 22nd July 2025 School closes at 1:30pm

To be completed by Parents/Carers:

Name of child: _____

Data Collection Sheets

The following pages contain data collection sheets that must be completed and signed by parents / carers and returned to school.

Please read carefully and return to the school office asap.

If you have any other questions regarding any of the forms to complete on the next few pages, please do not hesitate to contact our school office on 01772 682836.



Medlar with Wesham C of E Primary School

Important Forms DATA COLLECTION SHEET

This form should be completed by parents or by those who have parental responsibility or day to day care of the child who attends Medlar with Wesham CE Primary School.

Please keep school informed of any changes to this information such as new mobile telephone numbers, changes of address, etc

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the Department of Education.

PUPIL DETAILS			
Surname:	Forename:	Middle Names:	Legal Surname:
Date of Birth:	Gender:	Preferred name (if different to forename):	
Sibling Names and Dates of Birth:		Address:	
		Postcode:	
Religion:		Country of Origin:	Languages spoken:
Previous Schools/Nursery:		Doctor's Name, Address and Telephone Number:	
<p>Ethnicity: Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality, religion, or country of birth. Please check the lists below and tick on the one that applies to your child:</p>			
White: <ul style="list-style-type: none"> • British • Irish • Traveller • Gypsy / Roma • Other white background 	Mixed: <ul style="list-style-type: none"> • White & Black Caribbean • White & Black African • White & Asian • Other mixed background 	Asian: <ul style="list-style-type: none"> • Indian • Pakistani • Bangladeshi • Other Asian Background 	Black or Black British: <ul style="list-style-type: none"> • Caribbean • African • Other Black Background
Chinese	Any other ethnic background	I do not wish an ethnic background to be recorded	

PARENT DETAILS

Please provide details of both parents whether your child lives with them or not

Mother's Name:	Date of Birth:	Parental Responsibility (Yes/No):
Address: Not known <input type="checkbox"/>	Home Tel No: Mobile Tel No:	NI Number: Email:
Father's Name:	Date of Birth:	Parental Responsibility (Yes/No):
Address: Not known <input type="checkbox"/>	Home Tel No: Mobile Tel No:	NI Number: Email:

EMERGENCY CONTACTS/OTHER SIGNIFICANT ADULTS

Please provide details of any other adults who can be contacted in an emergency (in priority order) and/or are a significant adult in your child's life.

These may be parents' partners, step-parents, grandparents, family friends etc

Adult's Name:	Relationship to child:	Address:	Tel No:

Adult's Name:	Relationship to child:	Address:	Tel No:

Adult's Name:	Relationship to child:	Address:	Tel No:

Adult's Name:	Relationship to child:	Address:	Tel No:

Please give details of all the people who are permitted to collect your child from school (including parents). If someone comes to collect your child who is not on the list below, they will not be permitted to take your child from school unless you have phoned the school office in advance to let us know:

Name _____ Relationship to child _____

Collecting children at the end of the day.

Occasionally parents need another adult to collect their child, other than the ones listed on the form you will have already filled out. As a security measure we are asking that parents choose a password that can be given by the parent to this other adult to identify them. The class teacher will have a class list of these words to check against.

Could you please make sure **all** adults collecting your child know what the password is:

PASSWORD.....

Please name anyone else that lives with your child and their relationship to your child :

.....
.....
.....

Please sign below to confirm that the information provided by you on this form is accurate and up to date and that this information can be shared with relevant agencies to assist in safeguarding your child.

Signed:	
Name:	
Relationship to child:	

Medical Form



CONFIDENTIAL

RECEPTION/TRANSFER IN

DEAR PARENT/GUARDIAN

To help us to update your child's medical records and monitor their health, please would you complete this questionnaire and return it to school as soon as possible.

It is advised that your child attends the dentist regularly. You or your child may be contact by the nursing team to discuss details on this form.

Name of child:	Male/Female:
Date of Birth:	NHS No:
Any Previous Names:	
Name of Present School: Medlar with Wesham CE Primary School	Class:
Name & Address of Previous School(s):	
Name & ages of other school age children at home:	
Name & address of General Practitioner (GP):	
Name & address of family Dentist practice:	
Name of Health Visitor:	
Has your child had any serious illness or accident for which he/she had to go to hospital? YES/NO (If YES please give details):	

Was your child carried full term in pregnancy? If No, how many weeks was the child born at?	Yes/No
Is your child regularly attending you GP/Hospital consultation for any other problems? YES/NO (If YES please give details):	
Is your child up to date with immunisations: YES/NO	

Does your child wear hearing aids, orthotics (splints), other appliances, glasses? If YES please give details:	YES/NO
Are you worried about your child's... Speech / language Growth Hearing Behaviour Bedwetting	YES/NO YES/NO YES/NO YES/NO YES/NO
Has your child ever been referred to speech and language or for a hearing test? If yes please give details:	YES/NO
Do you have concerns about your child's dental health care?	YES/NO
Does your child use any medicines regularly, including creams, ointments, tablets, mixtures or inhalers? (Please list below)	YES/NO
Is your child usually clumsy? Is your child fully toilet trained? Has your child settled into pre-school?	YES/NO YES/NO YES/NO
Has your child previously been given BCG vaccinations against tuberculosis (TB)? If 'YES' you do not need to answer any more questions. If the answer is 'NO' please supply the following information:	YES/NO
What country was your child born in?	
Were parents or grandparents born outside of the UK?	YES/NO
If so, what country were they born in?	
What is this person's relationship to the child?	
Are you happy for the school nurse to contact you by text?	YES/NO
Height and weight is measured at Reception and Year 6 as part of the National Child Measurement Programme – a separate letter will be sent with details of this. Your child's height and weight measurements will not be shared with the school or school staff.	

Medlar with Wesham C of E Primary School Asthma Care in School

To comply with the schools Asthma Policy we ask that all parents of children with asthma complete a School Asthma Health Care Plan for their child at the beginning of each school year. A copy of the Care Plan can be found overleaf. The completed School Asthma Health Care Policy will store helpful details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The care plan will help school staff to better understand your child's individual condition.

Should your child suffer with Asthma, I would be grateful if you could complete and return the attached Care Plan as a matter of urgency.

Many thanks for your co-operation.

Remember:

- It is your responsibility to tell us about any changes in your child's asthma and/or their asthma medications.
- It is your responsibility to ensure that your child has their 'relieving' medication with them in school and that it is clearly labelled with their name and displays the prescription label (we can no longer hold inhalers/medication in school without the prescription label supplied). You should confirm this with your child's class teacher.
- It is your responsibility to ensure that your child's asthma medication had not expired.
- Your child should not be exposed to cigarette smoke.
- It is your responsibility to ensure your child's inhaler is in school AT ALL TIMES (it is recommended that you acquire 2 inhalers for you child – 1 for home and 1 to be kept in school at all times).

ASTHMA CARE IN SCHOOL

Child's Name	
Year Group	
Date of Birth	
Date Asthma Diagnosed	
Usual Treatment Reliever <i>(Please note we can no longer accept inhalers/medication in school without the original prescription label attached. The label is usually found on the packaging so please supply box or label)</i>	Name of inhaler (1): Colour of inhaler: Usual Dose: Is it required pre exercise: YES/NO
Describe how the asthma affects your child including their typical symptoms and asthma 'triggers':	
IN THE EVENT OF AN EMERGENCY	
<ol style="list-style-type: none"> 1. Usual reliever (1) 6 – 10 puffs through a spacer device 2. Ambulance - 999 3. GP contact details..... 4. Inform Parent - contact number 	
In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.	

Signature of Parent/Guardian..... Date

School Allergens List

As a school we prepare and serve food and we require a list of each student's allergies, where applicable, in order to do this safely.

If your son / daughter has any allergies or (no allergy) please indicate below.

	Tick all that apply	Please give details of allergy
Artificial Colouring		
Celery and Celeriac		
Cereals containing Gluten		
Eggs		
Lupin		
Mustard		
Do dairy produce including Milk		
Do Nuts of any type/quantity		
No Peanuts		
Seafood allergy – no Crustaceans		
Seafood allergy – No Fish		
Seafood allergy – No Molluscs		
Sesame		
Soybeans		
Sulphur Dioxide and sulphites		
Other Allergy		
No Allergy		

Signed: (Parent / Carer) Date :.....

Medlar with Wesham C of E Primary School Food Tasting Permission and Food intolerances

Dear Parents

During the course of food tasting activities and/or cooking/baking in school, your child may have the opportunity to taste/eat certain items of food. Please would you let us know if your child has any special dietary requirements or allergies which could prevent him/her from tasting certain foods?

I would be grateful if you could complete the form below and return it to school as soon as possible.

Thank you for your co-operation in this.

Yours sincerely

Mrs Panther

Head teacher

.....

I give permission for(name of child) to take part in food activities.

He/she (please delete which does not apply)

a) Can eat a variety of foods

b) Should not eat the following foods:

.....

Other comments

Signed(parent/guardian) Date.....

First Aid

If your child has an accident at school first aid would normally be given and parents contacted if there is sufficient cause. If a parent is not contactable then emergency services may be called upon if there is sufficient concern. Are there any issues we need to be aware of in relation to this procedure?

YES / NO

Issue.....
.....

Do you give permission for your child to receive necessary emergency medical advice or treatment in the future?

YES / NO

Does your child have a medical condition/ take regular medication that we need to be aware of?

YES / NO

Details.....
.....

Do you give permission for data about your child being shared with the NHS (e.g. school nurse) and with relevant agencies to assist in safeguarding your child?

YES / NO

To help prevent cold viruses we encourage children to wash their hands and use hand sanitiser, under supervision. Do you give permission for the use of hand sanitiser?

YES/NO

If your child has an infectious disease you must (after seeking medical advice) inform school and your child will need to stay off until the necessary period of time (as advised by a medical practitioner) has passed.

Local Walk Permission

From time to time we like to take the children on local walks and visits in the community. These include regular visits to church, a Wesham wander, sports events at AFC Fylde & Carr Hill school and visits to Pear Tree House Care home.

Rather than having to do a permission slip every time, we would like to ask your permission to take your child out of school and visit the local area. We will always inform you via ClassDojo if we plan to take the children out and what the purpose of the visit is. Please note that a local walk will be carefully planned to ensure the appropriate adult ratios are in place as we would on any school trip. We will not be able to take any children out who do not have parental permission.

Child's Name _____

Class _____

I give permission for my child to go on local walks and visits:
YES / NO (delete as appropriate)

Name of person completing the form _____

Relationship to child

Signed _____ Date _____

PHOTOGRAPHS

With the increase in the use of social media and websites, we have attached a consent form for your child's photograph to be shared. We regularly take pictures in school that are shared with parents on ClassDojo, these can only be seen by our parents and staff, but we do also share photographs publicly

on our school website, Facebook and Twitter. We will never add pupils' names to pictures shared publicly.

Photograph consent form

I give permission for my child _____ to be on photographs on:

	<u>Yes</u>	<u>No</u>
ClassDojo		
School Website		
Facebook / Twitter		

Please tick the appropriate box.

Signed _____

Name _____

Relationship to child _____

Date _____

Medlar with Wesham C of E Primary School

Acceptable Use Agreement

Primary Pupil Acceptable Use Agreement / Online Safety Rules

Please discuss these, where appropriate, with your child.

- I will only use IT in school for school purposes.
- I will only open/delete my own files or files assigned to me by the teacher.
- I will make sure that all IT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- I know that my use of IT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-Safety.
- I will only use my class email address or my own school email address when emailing.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not give private details (home address, mobile number, email address etc) to people I meet online.

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

- I understand that my son / daughter will receive, online safety education to help them understand the importance of safe use of technology and the internet – 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 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 son's / daughter's activity on the 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 the school if I have concerns over my child's online safety.

Please review our online safety policy on the school website; <https://www.weshamcofe.lancs.sch.uk/parents/on-linesafety>

Medlar with Wesham C of E Primary School
Additional Forms and Information

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 conditions
- Special Educational Needs and Disability
- Behaviour and exclusions
- Assessment information
- Relevant medical information
- Special educational needs
- 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
- to safeguard pupils

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:
Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.' The Education Act 1996 - Section 537A - states that we provide individual pupil information as the relevant body such as the Department for Education. Children's Act 1989 - Section 83 - places a duty on the Secretary of State or others to conduct research.

Collecting pupil information

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

Storing pupil data

We hold pupil data for 25 years.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS/school nurse

Why we 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.

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.

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>

Medlar with Wesham C of E Primary School 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 NPD, go to

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

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

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

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

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- 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.

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 we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Mrs Panther or Mrs J M Parkinson**.

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:
Mrs Panther or Mrs Parkinson (01772 682836)