



Farnborough Grange Nursery and Infant Community School

Parent Information Documents

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Website *<https://www.farnboroughgrange.hants.sch.uk/>*

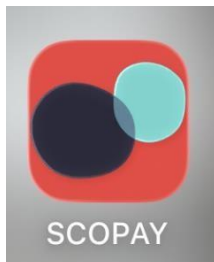
Facebook <https://www.facebook.com/farnboroughgrangenews/>

Instagram https://www.instagram.com/farnborough_grange_infants/

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General School Information

Welcome to Farnborough Grange Nursery and Infant Community School!

We are delighted you are sending your child to our school and cannot wait to welcome them and you to our school community.

For some general information about school timings, trips, and updates please see below.

We are proud to be a paperless school (as much as possible).

Opening Times and General Information

Opening Times:

Nursery

08.40 – 15.10 Full Day Session

08.40 – 11.40 AM Session

12.10 – 15.10 PM Session

Main School

08.35 Doors Open

08.50 Doors Close

11.50 – 12.50 Lunchtime

15.05 End of School

Tapestry (Nursery and Reception) <https://tapestryjournal.com/>

What is Tapestry?

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with both the Early Years Foundation Stage (EYFS) and the National Curriculum. This helps to build up a record of your child/ren's experiences during their time with us in Nursery and Reception. In Nursery we also use Tapestry to notify parents about nappy changes, sleep and any accidents that may happen during the day. This can all be located within the care diary section.

Tapestry allows us to work with families to share information and record the child/ren's play and learning in and outside of school.

How does Tapestry work?

Tapestry provides each individual child with their own Learning Journal held online. Families and staff can upload observations, photos or videos. We record children's achievements and then assess their learning in reference to both the EYFS and the National Curriculum.

Parents and carers can change their settings so that an email is automatically generated informing them when an observation or care diary log has been added so they can have a look and add any comments of their own.

As a parent / carer, you must not publish any of your child's observations, photographs or videos on any social media site.

Login details will be sent out as early as possible after your child starting Nursery. It is your responsibility to activate your account.

Toileting / Changing (Nursery)

We understand some children may be in nappies, or need assistance with changing / toileting.

There is an expectation that all children from the age of 3 years old are toilet trained. If you need support, please let us know.

School Online Systems

Arbor <https://login.arbor.sc/>

Arbor is our Management Information System (MIS). This is where we record all details including allergies, consents, contact numbers and class lists.

Please register with our Parent App for Arbor using your email address and 'forgotten password'.

On this App, you will be able to:

- Report absences for your child
- View and download your child's school report annually
- View your child's attendance rates
- View behavioural notes of your child (positive and negative)
- Update consent information

Website <https://www.farnboroughgrange.hants.sch.uk/>

Please check our website for school policies and procedures.

Our calendar on the parent tab is regularly updated with activities for the year. Information on upcoming events will not be posted around school. You will be notified by our weekly newsletter under the Diary Dates section, on our website and ScoPay.

Smartlog <https://www.scopay.com/login>

Smartlog is a system of medication and incident tracking use in the main school.

Medicine

- If your child is due medicine at school, please bring it to the school office and complete a form.
- No medicine will be accepted at the classroom door.
- Once your child has been given medicine, you will receive an email from Smartlog stating the time and dose of medication given.

Accidents / Injuries

- If your child has had an accident at school, you will receive an email with the details of the incident.
- If your child has a significant injury, you will be telephoned prior to receiving an email from Smartlog.

Newsletter

Our Newsletter is sent weekly via email.

In our Newsletter you will be updated about what your children have learned during the week.

If you scroll down through the Newsletter, the upcoming dates sections will advise of all dates to note for the year.

ScoPay (Dinners, Trips, Lunches)

Farnborough Grange Nursery and Infant Community School is a cashless school. ScoPay is used to enable parents / carers to pay for items by credit or debit card online. You will be given a letter detailing how to register with ScoPay. If you need another letter, please contact the School Office.

You can use this system to pay for or book onto various items including:

- Extended Care (Breakfast Club and Afterschool Club)
 - Please see section **Extended Care** for more information.
- Nursery Additional Hours – ask at the office to register for Nursery Additional Hours
 - £15.00 for an additional session daily (use code A) (this cost may be subject to change in the future)
- School trips, visits, clubs or events
 - As school trips are announced, they will be added to ScoPay. If there is a cost for the trip, this will be advised and made clear.
 - Some clubs are free of charge.
 - An email will be sent when clubs, trips etc. are available on ScoPay.

- School lunches
 - We ask all parents to book their child's school lunch on ScoPay in advance. Please see section **ScoPay (Dinners, Trips, Extended Care)** for more information.

If you need any assistant, please speak with the school office.

The website for ScoPay <https://www.scopay.com/login>. An App is also available for mobile phones.

Food and Drink in School

We are a nut-free and chocolate-free school.

Throughout the school year, your child may have an opportunity to participate in food / drink tasting or activities. These will be communicated in advance and dietary requirements will be reviewed prior to any activities taking part.

Caterlink

Since September 2014, state funded schools in England are required by Law to provide free lunches to pupils in Reception, Year 1 and Year 2. Caterlink are the school catering company who provide a variety of meals, ensuring your child receives nutritious lunches at school.

Daily, your child will receive a choice of:

- Red – meat option (please mark R on ScoPay)
- Green – vegetarian option (please mark G on ScoPay)
- Yellow – jacket potato in colder months or wrap in warmer months (please mark P on ScoPay)

We ask you choose your child's lunch in advance via ScoPay with your child.

If you have any dietary requirements such as lactose intolerant or allergies please complete a Caterlink dietary requirement form available from the school office.

Packed Lunches

If your child is found with nuts or chocolate in their packet lunches they will not be allowed to eat them and you will be contacted.

Healthy lunches should include:

- A good portion of starchy food (wholegrain roll, tortilla wrap, pitta pocket, sandwich)
- A portion of lean meat, fish or alternative (ham, chicken, beef, tuna, beans, hummus)
- Plenty of fruit and vegetables (apple, satsuma, cherry tomatoes, carrot sticks, fruit salad)
- A portion of semi-skimmed milk or dairy food (fromage frais, yogurt)
- A drink (fruit juice, semi-skimmed milk, yogurt drink, bottle of water)

Cool Milk

Every child under the age of 5 is entitled to free school milk. Please provide consent to claim this.

Please note, once your child reaches the age of 5, the free milk will cease.

For your child to continue receiving free school milk, please register with www.coolmilk.com.

Uniform

The day-to-day school uniform is a white t-shirt, grey trousers / shorts / skirt / pinafore or summer dress, black shoes and a sweatshirt with a logo.

The PE uniform is white t-shirt, black shorts or trousers and plimsolls. Children will come into school in PE kit on their PE days.

Logoed school jumpers can be purchased from Brenda's <https://www.brendas.co.uk/> (from July 2026). Trousers, t-shirts, PE kits and shoes can be purchased from any retailer.

We do not allow earrings or jewellery to be worn for PE. If your child is wearing these items, you will be asked to attend the school to remove them.

Please ensure you have your child's name on all items brought into school. We do not have a lost property box on site.

We hold second-hand sales regularly. If you require second-hand uniform, please speak with the Admin Office.

Is Your Child Too Ill for School?

When your child is unwell, it can be hard deciding whether to keep them off school. These simple guidelines should help.

Not every illness means your child should not attend school. If you decide to keep your child away from school, please contact the School Office before 08.30am on the first day of absence. You will need to contact the school office daily for the duration of the absence.

We have school paracetamol and ibuprofen which can be administered, with parental consent. Please do try to bring your children into school and we can monitor them.

Common Conditions

If your child is ill, it is likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is. If you are concerned about your child's health, consult a professional.

- **Cough / Cold**
 - A child with a minor cough or cold may attend school. If the cold is accompanied with a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better.
- **Raised temperature**
 - If your child has a raised temperature, they should not attend school. If your child has a temperature of 38 degrees or higher whilst at school, they will be sent home.
- **Rash**
 - Skin rashes can be the first sign of many infectious illnesses such as chicken pox and measles. Children with these conditions should not attend school. If your child has developed a rash, please consult a pharmacist or your GP before returning them to school.
- **Headache**
 - A child with a minor headache may not be off school. If the headache is accompanied with other symptoms such as a fever or drowsiness, keep them off school and consult a pharmacist or your GP.
- **Vomiting and diarrhoea**
 - Children with vomiting / diarrhoea should not attend school for 48 hours after the last instance. Individual circumstances can be considered on a case-by-case basis.

If your child has any other medicines such as antibiotics, eye drops etc. these can also be given by the school with your written permission.

Telling the School

It is important to inform the school your child will be absent before 08.30am.

Further guidance can be found on the NHS website here <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>.

Ensuring Good Attendance at School

It is very important that you speak with the school at the earliest opportunity if you have any worries or concerns regarding regular and punctual attendance at school.

Why is good school attendance important?

All parents have a legal duty to ensure their child receives an education. Most parents fulfil this legal obligation by registering their child in a school. You can help your child achieve their full potential by ensuring good school attendance.

Each year, 50 million school days are missed by children in England. School attendance statistics tell us about the

'missing million' children who are absent from school for more than three weeks a year. These children are known to underachieve, simply because they have not spent enough time in school to achieve academic success.

Above all, missing school seriously affects children's longer-term life opportunities; only 3% of pupils who miss more than half of their school days each year achieve five or more GCSE's, 73% of pupils who attend school for 95% of ore of the school year achieve five or more good grades.

Good attendance expectations and patterns are established in the Early Years. These youngest children don't truant from school – they are off because their parents allow them to be off. Good habits for school attendance need to be formed early, otherwise, by the time children have reached their mid-teens, it becomes more difficult for parents to improve attendance.

How good is 'good attendance'?

The national average for school attendance is 96%. Good attendance at school is above 96%.

Scoring 90% is an exam would be a great achievement – but it's not the same for attendance at school. 90% attendance at school would mean your child would miss 18 days of school in a year; three and a half weeks of school. If this is maintained for the whole of a child's school career, but the time they are 16 years old they will have missed more than a whole year of school.

This is why schools in The Good Shepherd Trust takes good attendance very seriously, and will work closely with families to ensure good attendance and support those whose children's attendance falls to 95% or below.

How can I ensure good attendance as a Parent / Carer?

From time to time there will be genuine reasons why children cannot go to school; for illness bugs there are strict intervention rules about how many days a child should stay home. However, home and family life need to be organised with school as the highest priority.

For example, some common reasons for absence including allowing children to have a Monday off because the family is tired after a weekend away, keeping children home to collect a delivery or allowing dentist / doctors' appointments in the afternoon to become a reason for taking the whole day off. All these examples can be easily managed by making sure school is the first priority when organising family commitments.

What if my child is regularly absent from school?

- *They miss lessons and important information*
- *They will fall behind with their learning and they won't reach age related expectations*
- *You will receive a letter from school telling you about your child's attendance*
- *You may be invited in for an attendance meeting to see what support can be given*
- *We may refer the case to our designated Home-School Link Worker*
- *You could be issued with a Penalty Notice and fined*

Keep an eye out for early signs of your child not wanting to go to school.

Please speak to someone in school if you are concerned.

10 Top Tips to help you get your child to school on time

1. Pack school bags the night before school.
2. Check your child has everything they need for school: books, PE kit, home/school contact book.
3. Make sure their uniform is ready, especially after weekends.
4. Ensure that your child gets to bed at a reasonable time so that they have a good night's sleep.
5. Set an alarm clock so that you can all wake up in plenty of time to get ready properly for school
6. Encourage them to eat breakfast
7. Set off for school in plenty of time to allow for traffic: **punctuality is important.**
8. If your child is finding work hard, then talk to their teacher.
9. If you are unhappy about something that has happened in school, then contact the school straight away to try to resolve the problem.
10. Talk to your child about what they did in school today.

Parents are responsible for ensuring that their children attend school regularly and on time.

The school year is made up of 190 days. How much education has your child missed?

95%	=	9.5 days
90%	=	19 days
85%	=	28.5 days
80%	=	38 days
75%	=	47.5 days
70%	=	57 days

Is it really serious for children not to be at school?

- 90% = 1/2 day missed every week.
- 90% = 4 weeks of learning missed a year

If your child has less than 90% attendance, they will be classed as a **persistent absentee**.

A child with **less than 95% attendance** may not make as much progress as a child with **more than 95% attendance**.

There are some acceptable reasons for absence from school

- Contagious diseases
- Urgent medical appointments that could not be arranged during the school holidays or after school hours.

Unacceptable reasons

- Not returning your child to school after a dental or medical appointment
- Overslept
- No uniform
- Birthday, shopping or looking after other children

- Car broke down
- Minor illnesses
- Day trips or holidays in term time which are not agreed by the school
- School work is too hard

What support is available for my family?

All schools have a range of staff that can support you and your family to ensure good attendance. These people include Class Teachers, office staff, our Home-School Link Worker. There are also Attendance Officers and Educational Welfare Officers working in partnership with schools who can support improving attendance when there are concerns. GPs can also support if there is a medical condition affecting school attendance.

What happens if I don't ensure my child attends regularly?

For Safeguarding reasons, the school will contact you if your child doesn't arrive at school, even if they are absent for one day.

If concerns persist, or attendance doesn't improve, the school will invite Parents / Carers to a meeting to plan how to support more regular attendance. The school may decide to involve a support service to help with this.

If attendance still remains a concern, The Good Shepherd Trust has a statutory duty to consider legal proceedings. This may lead to the issuing of penalty notices, prosecution or an application for an Education Supervision Order.

Can I take my child on holiday during the school term time?

This is a fiercely debated topic in the media. We recognise that parents need to spend quality time with their children, but sometimes are only available to get time off from work on a fixed allocation rota. Also, some holidays can be cheaper during school term time.

However, we know that even one day off can be disruptive, and that term-time holidays have a lasting impact on learning.

School holiday dates are published well in advance so parents can take their family holidays at this time without disrupting their children's education. Government legislation means that schools are not allowed to authorise requests for children to be taken out of school for holiday during term time unless there are exceptional circumstances. These circumstances will be decided by the Headteacher, including the number of school days your child can be away from school, if permission is granted. You must allow enough time for the Headteacher to consider your request before booking the holiday. It is possible for the Headteacher to refuse permission. Parents may be fined for taking their child on holiday during term time without the school's permission.

Penalty Notices

The 'National Threshold', when it is appropriate to consider issuing a penalty notice, is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be

consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions or authorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the summer term and a further 8 within the autumn term).

From Autumn 2024, only 2 penalty notices will be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

1. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
2. A second penalty notice issued to a parent in respect of the same child will be charged at a flat rate of £160 if paid within 28 days.
3. A third penalty notice cannot be issued to a parent in respect of a same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead, which will often include considering prosecution.

If you would like further information, full details can be found here: <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Extended care

We offer extended care at Farnborough Grange, including a Breakfast and Afterschool Club.

All costs may be subject to change in the future.

- Breakfast Club
 - £1.50 from 7.30am - 8.10am (use code B on ScoPay)
 - Free of charge from 8.10am – 8.40am when children will be taken to their classrooms (use code F on ScoPay)
- Afterschool Club – ask at the office to register for Afterschool Club
 - £4.00 from 3.05pm – 4.05pm (use code A on ScoPay)
 - £8.00 from 3.05pm – 5.05pm (use code B on ScoPay)
 - £12.00 from 3.05pm – 6pm (use code C on ScoPay)
- Late Collection
 - If you are 10 minutes or more late collecting your child/ren, there will be a £5.00 collection fee per child per occasion payable either via ScoPay or cash to the school office.

All bookings and payment **MUST** be made at least 24 hours before your child uses our Extended Care provisions. Payments must be made via ScoPay.

Payments via the Government Voucher Scheme will be allocated to your child's account once payment is cleared with our finance department. Please advise the school you have made payment and where you would like this allocated via the School Office email address.

Any cancellation of pre-booked sessions must be made at least 24 hours in advance.

Where your child is absent from school due to illness, Extended Care will be cancelled and you will receive a refund on your ScoPay account.

If you will be delayed collecting your child, please call our Afterschool Club telephone to advise staff on 07443 922780.

If your child is due any medication during their time within our Extended Care provision, please inform in writing via the School Office email address.

Pupil Premium (Previously known as Free School Meals)

A large portion of the way schools are funded is based on how many pupils are entitled to Pupil Premium (previously known as Free School Meals). If you are in receipt of any of the following, the school MAY be entitled to Pupil Premium for your child, as a result you would benefit from additional support from the school.

Eligibility

Pupil Premium is only available to children whose parents / carers are in receipt of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income as assessed by HMRC that does not exceed £16,190
- Guarantee element of State Pension Credit

Please do ask us to check if you are eligible if you are unsure.

Specific Off-Site Learning

Throughout the year, the school organise various visits and journeys away from the school as part of the children's learning experiences. Such visits take place during the school day and tend to be local to the school area. Where they are outside the local area, they will be in locations that have immediate help and support available.

Visits and journeys during the school day are an extension to their classroom activities and present no significant risk to the health and safety of the pupils.

All visits and journeys away from the school site are approved by the Headteacher.

The purpose of this consent form is to enable parents/carers of children at the school to give their permission for their child to participate in frequent, local, curriculum focused visits and journeys away from the school during the school day.

This consent will allow your child to leave the school site for a local visit on several occasions without having to sign a separate consent form for each visit.

Examples of such visits are:

- Local sports activities during school hours
- Local visits to the park, shops, woodlands and other locally used outdoor sites...
- Local walks around the immediate surrounding environment

Any visit that involves adventure activities or more specific hazards will require specific informed consent from parents before the activity.

Use of Images and Videos

Why do we need your consent?

Farnborough Grange Nursery Infant Community School requests the consent of parents to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

During our school day and at special events, we may take photographs or produce videos for business purposes that include our pupils and/or parents. We may use these images in our marketing or in other printed publications that we produce, as well as on our website, on our social media, assessment systems or on project display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Farnborough Grange Nursery Infant Community School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

Farnborough Grange Nursery Infant Community School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school or Good Shepherd Trust prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- The Good Shepherd Trust
- Hampshire County Council
- Rushmoor Borough Council
- Rushmoor Voluntary Service
- Rushmoor Local Children Partnership
- Farnborough News

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for seven years from the date that you sign it, or for the period of time that your child attends this school. The consent will automatically expire after this time.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses or telephone numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will arrange for class images of your child to be taken which will be available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

Refreshing your consent

On application, you will be asked to complete a GREEN form which provides your consent for activities. These will be the consents for your child throughout their time at Farnborough Grange Nursery and Infant Community School.

You can amend these at any time via the Arbor Parent Portal here <https://login.arbor.sc/>, or in writing to the Admin Office.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

Declaration

By signing the consent form on the green page, I understand:

- Why my consent is required.
- The reasons why Farnborough Grange Nursery Infant Community School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the Headteacher.
- I give permission for my child's photo to be used in The Good Shepherd Trust wide newsletters
- I give permission for my child's photo to be used in The Good Shepherd Trust social media pages (e.g. Instagram and Facebook)

Privacy Notice

How we use pupil information

Why do we collect and use pupil information? We collect and use pupil information under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) took effect in May 25 2018 including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We use the pupil data:

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

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

- Personal information (such as name, unique pupil number and address)
- Any relevant medical information
- Special educational needs
- Exclusions and behavioural information
- Assessment information
- 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)
- 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 6 years following a student's last entry.

Who do 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)
- 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.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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

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

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

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

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

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

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

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing

- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

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

If you would like to discuss anything in this privacy notice, please contact us.