

If you haven't already downloaded the App. Go to the App store or Google Play. Search for the School Jotter App. Install the App. Open the App search for Ridgeway Infant School in the search bar at the top. Click on the Ridgeway Infant School App and you'll download this to your phone.

GENERAL DATA PROTECTION REFORM

You may be aware there are some significant changes to Data Protection legislation being introduced this month that will apply to all organisations that process personal data, including schools.

As we are required to store and process personal data and sensitive information about yourself and your child we felt it was important to keep you informed of the steps taken by our school to ensure that we are compliant with these new regulations. The school is fully committed to ensuring that all personal and sensitive data is processed in a fair, legal, safe and secure way.

The new regulations, known as the GDPR (General Data Protection Regulations), come into force on the 25th May 2018. The GDPR is an EU wide legislation and will be regulated in the UK by the Information Commissioners Office (ICO) and more information about this topic can be found on their website www.ico.org.uk.

So far the school has undertaken the work detailed below:

- Appointed a Trust Data Protection Officer
- Ensured that the school has an accurate registration with the ICO.
- Conducted staff training to the Headteacher, Deputy Head, Teachers, HLTA's, Admin team and Site Manager on these new regulations.
- Produced new Privacy notices for pupils and parents/carers which will be available soon on the school website.
- Updated our pupil data collection forms used during the admission process.
- Updated new Data Protection and Retention and Destruction Policies which come into force on 25th May
- Established effective procedures for investigating and reporting on data breaches.
- Introduced new technical measures and guidance around the use of portable USB devices/hard drives, use or personal devices for work documents and travelling with laptops and/or paper files.

We will regularly monitor compliance and will respond to any issues or concerns as they are identified either internally or externally to ensure that we remain compliant at all times.

If you have any concerns or questions about anything detailed here please contact the office. More information is available on the school website.

CLUBS FOR NEXT HALF TERM

Club letters will be coming home today for next half term. If you need assistance booking clubs online. Please see Mrs Whitehead or Mrs Morris who will try to help.

SCHOOL GATES

To ensure the safety of all children and adults entering and exiting the school site we will, from Monday 4th June be making the following changes, for Health and Safety reasons for pedestrian access.

- The driveway gates will remain closed from 8.30am to 4.45pm each day. No access to pedestrians.
- The inner driveway gates will remain locked all day. The only access will be for delivery/collection of school meals. No access to pedestrians.

Access to school for pedestrians will be as follows;

- Reception gate (Early years).
- Playground jitty gate.
- Main reception gate to office.

We do appreciate that this may cause inconvenience. However, the school must ensure compliance with the relevant legislation with regard to vehicle and pedestrian safety for all.

During the short period of time the driveway gates are open we respectfully ask parents/carers to use the jitty for access to main reception. Thank you for your co-operation.

RIDING BIKES ON SCHOOL GROUNDS

In the interest of health and safety of all, please can we respectfully remind parents and carers not to ride bikes



CLASS PHOTOS

Class photos are being taken on the first day back after half term **Monday 4th June**. Please return your orders as quickly as possible, and no later than Friday 8th June 2018 to ensure delivery before the end of the summer term. Only sandwiches will be served for lunch.



TEA AND TOAST

Our next Tea and Toast will be on Friday 25th May from 8.15am to 8.45am. All welcome.

CONGRATULATION TO MISS HARFORD!

Miss Harford will be getting married during half term. I'm sure you will join us in wishing her the very best for her special day. When we return to school we will know her by her married name—Mrs Harford-Smyth.