



# Information for new parents 2021-2022

**01803 862018**

**[admin@the-grove-primary.devon.sch.uk](mailto:admin@the-grove-primary.devon.sch.uk)**

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## Who we are and how to contact us

Hilary Priest	Head Teacher	head@the-grove-primary.devon.sch.uk
Rebecca Rockett	Reception and Administration	admin@the-grove-primary.devon.sch.uk
Roisin Robinson	The Children's Kitchen manager	kitchen@the-grove-primary.devon.sch.uk
Ian Stewart	Chair of Governors	chair@the-grove-primary.devon.sch.uk
Sendco		sendco@the-grove-primary.devon.sch.uk

Acorn Tree Unit (Reception) Sophie Hedley-Clark <sophie@the-grove-primary.devon.sch.uk>

### **Contact, website and social media**

Telephone 01803 862018

E mail: [admin@the-grove-primary.devon.sch.uk](mailto:admin@the-grove-primary.devon.sch.uk)

<http://www.the-grove-primary.devon.sch.uk>

[www.facebook.com/thegroveschool](http://www.facebook.com/thegroveschool)

### **Allergy Aware School**

We are no longer a nut-free school but aim to manage allergies through education and awareness so that children become able to manage all allergies for themselves or others in school and then in the outside world. Please note that all classes contain children with food allergies.

Your child is in a class with someone with allergies, so could you let your children know when something in their snack or packed lunch may contain one of these items so they can inform their teacher. They may be asked to eat their snack or packed lunch away from the person with the allergy and doubly ensure their hands are well washed afterwards. Children should never share food that has been brought from home.

We really appreciate your support in being an 'Allergy Aware School' and helping us in the process of educating the children in this.

We have children that are allergic to kiwi, pineapple, strawberries, tomatoes, soya, dairy, gluten, hazelnuts, nuts, eggs, rapeseed oil, seafood, shellfish, mustard, artificial sugars, artificial colouring and fizzy based drinks

### **Absences from school**

If your child is ill, then please ensure the school knows as early as possible. The school is unable to authorise holidays following a change in government guidance but if you want your child to have time off school then you must fill in a form (S2 Absence Request Form) which can be collected from reception. Each term the education welfare officer reviews the percentage of absences your child has had.

Evidence needs to be supplied if children have 5 days of illness or if your child's attendance is 96% or below.

A copy of our attendance policy can be found on our website <http://www.the-grove-primary.devon.sch.uk/web>  
Children should not be kept off school for vague symptoms such as tiredness, headache or tummy ache and not every illness needs to keep your child from school. When deciding whether or not your child is too ill to attend school you could ask yourself the following questions:-

1. Would I take a day off work if I had this condition? If so, keep your child at home.
2. Is my child well enough to do the activities of the school day?

You can find more information at <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

**After School Club – The Orchard** Call Sarah 07968 876571 or email orchard@the-grove-primary.devon.sch.uk

The after school club runs from 3:15- 5:15. It costs £3.50 per hour with a discount of 10% per sibling. There is a limited amount of spaces available.

Children will need to be picked up at 5:15 promptly from the studio. There will be fresh fruit available and if you wish your child to have an additional snack please do pack one. Once you have confirmation of your child's place you will receive a letter that will show the costs for the rest of the term.

You are required to pay monthly in advance. Cash or by cheque made payable to S.Stevens.

Please buzz at the front entrance for Sarah to answer, you may walk to the studio to collect your child then please ensure you leave school through the front entrance only.

We have made the decision not to allow adults to watch clubs on site as it is a safeguarding concern. We have to ensure that all people wandering on site during time that children are present have DBS checks (except for drop off and pick up times when children are carefully monitored as a higher risk time of day).

### **Before School Club**

Call Rosetta 07985568724 – amalfi.nick@gmail.com

The before school club runs from 7:50 – 8:50 Monday to Thursday. It costs £5 per hour. There are a limited amount of spaces available. There will be fresh fruit and water available and if you wish your child to have breakfast with us, please do pack some additional appropriate food. Once you have confirmation of your child's place you will receive a letter that will show the costs for the rest of the term.

You are required to pay monthly in advance. Cash or by cheque made payable to Rosetta Amalfi.

If you require an emergency last minute space please contact Rosetta on 07985568724 and leave a message.

### **Assemblies**

We have assemblies each day in school (which the new Reception will start to join as the year progresses). On Mondays and Fridays we have a whole school assembly. On Thursdays we have a whole school singing assembly and on Tuesdays and Wednesdays we have Key Stage or class assemblies. Key Stage 1 have a 'birthdays assembly' each week where children's coming of age is celebrated.

Each week class teachers decide which children may receive a praise certificate for something outstanding they have achieved and we decide on a 'class of the week' for a great team effort. We also like to share children's successes out of school and so children are welcome to bring in certificates, medals and trophies to share with the school. We have regular sporting celebrations for our sports teams efforts and for the swimmers.

Each term we follow an assemblies theme which follows through the assemblies in the school. Being one of the only non-church schools in the area we maintain a broad perspective to suit all beliefs and concentrate on good moral values, British values and customs and try to be thought provoking and reflective. We also hold a termly assembly specifically about bullying, with an awareness and 'what to do if' theme.

### **Assessment and SATS**

As a school we assess your children on a day to day basis but there are also some formal assessments we are required to do for the government. In Key stage 1 and Early Years we do not tell the children we are doing assessments and we make them fun and enjoyable wherever possible. Reception children are assessed on entry. This will not feel like a formal assessment in any way, as it involves simple observations. Reception children are also assessed at the end of their Reception year. Year 1 have a phonics test, Year 2 have SATS and Year 6 have SATS (Statutory tests). You will be informed about all of these assessment results.

### **Birthday treat**

You may notice the occasional child out of school uniform. A few years ago the children decided that they would like to wear their own choice of clothes for their birthdays (or the school day nearest to their birthday) as a way of celebrating their special day. Children don't have to do this – it is up to them if they want to 'stand out' for their day.

### **Dropping children off out the front of school**

Please could you not pull up in front of our disabled space to drop children off. It causes an obstruction to pedestrians including children and is very dangerous. You can get a local residents pass to cover you until 10am and after 3pm in any South Hams carpark for £40 a year. Here is the link <https://www.southhams.gov.uk/article/3075/Resident-Parking-Permit>.

Traffic wardens regularly patrol this road especially during the morning and pick up.

### **Flu Vaccinations in form of a nasal spray**

NHS England offer all children in primary schools a flu vaccination administered in the form of a nasal spray. The vaccination will be administered at school by the VirginCare Immunisation Team and usually takes place in November. Parents are informed about what to do and how to do this through our newsletter.

### **Forest school**

Class teachers are Forest School trained so your child will have Forest School every week. This is when they may leave the school grounds and explore the wonderful world around them and develop their outdoor skills. It really helps children to develop their confidence in the world and provides them with wonderful experiences. You will be told what day Forest School is for your class and children will need outdoor clothes like wellies and raincoats that you don't mind getting muddy!

### **Forgotten items and messages for children**

Please could all parents and carers all try to remember to give their children all that they need for the day, this includes water bottles, snacks, lunch boxes, bookbags, coats, PE kits, Forest School Kit, music books, musical instruments, homework and after school snacks.

Please tell the teachers and your children in the morning at drop off who will be picking up your children at the end of the day. Play dates need to be arranged prior to drop off and any changes for pick ups will only be dealt with if an emergency occurs and the school cannot pass on messages to children.

We try to keep office interruptions to a minimum as forgotten items have to be taken to the children in their class which takes time but also interrupts their learning.

### **Free milk and Free fruit snacks**

Every child is entitled to free milk in school until their 5<sup>th</sup> birthday and the school will register your child online. Once your child is 5 they will not receive any milk at snack time. If you would like them to still have milk in school it will need to be paid for. Please see Rebecca for more details.

The government provide free fruit for Reception, Year 1 and Year 2 child which we give the children for morning break. Sometimes parents like to send in an additional snack which is fine, but please ensure it is a healthy choice. No sweets.

### **Foodbank Referral**

Hilary Priest has close links with the Totnes Connection Hub and Foodbank. We are very aware that the summer holidays in particular, can be a difficult time for those families of children on free school meals. We would therefore like to invite families who would benefit from support over the holidays, to contact Hilary if they would like a referral to the Foodbank. This referral would allow families to collect food parcels for the six weeks of the school holidays (normally referrals are for a three-week period only). It will also give families the option to collect a picnic lunch on Tuesdays and Thursdays during the holidays. If there is enough interest, we will also be offering some cooked lunches during August.

Anyone who needs support can contact Hilary on [head@the-grove-primary.devon.sch.uk](mailto:head@the-grove-primary.devon.sch.uk). This is not exclusively for those on free school meals but anyone in need can access this service.

### **Getting your child ready for school – Reception children**

Toileting – please try to ensure your child can use the toilet and wipe themselves. Please could we have a spare set of clothes, wipes and a plastic bag in case of accidents. Accidents are completely normal and even happen to children who have been dry for years – there is lots to distract a child in school!

Other things which will help them to settle quickly:

- Be able to sit still whilst listening to a story or some instructions.
- To be aware of 'personal space' and how to respect this for other children.
- To respond appropriately to 'no' and 'stop' as these may be used to protect against danger.
- To recognise their own name when written down.
- To know that the adults in school are there to help them and they will need to ask for help if they need it.
- To be able to put on and take off their own coat and have a really good go at getting changed for PE and back again! (Not as easy as it sounds!)
- To think positively about school and get really excited about coming here to have lots of fun. Some children get a bit fearful about adults calling it 'big school' as they have images of it being filled with giants! Just call it The Grove School and talk about how much fun they will have.

### **Late Children in the morning and late parents picking up**

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

High levels of lateness can result in a referral to the Educational Welfare Service or other agencies which have a duty to investigate further.

We understand that there are sometimes emergencies that can result in a child being late but we ask all parents to support their children, by getting them into school each day by 8.50am.

When children arrive late, they are greatly disadvantaged because they miss the start with their peers and they miss out on essential instructions given at the beginning of the lesson. This means they are often unsettled and confused about what to do.

The school gate will be closed at 3.20pm. If parents are late picking up their children this is monitored. We do understand that emergencies happen and if you could phone to keep us informed. Children who are not picked up on time causes difficulty for everyone involved, the child who worries about where the parent is; for the parent who is anxious about being late; and for the staff.

If you are experiencing difficulties with punctuality and would like to talk to us please come and make an appointment.

### **Lunch**

All meals for children in Reception, Year 1 and Year 2 are currently paid for by the government. We offer a choice of home cooked meals and cater for all allergies and dietary needs. If you wish your child to have their own home made packed lunch then this is fine and they can eat it with the others in the dining hall (please remember we are an allergy aware school. Menus are changed termly and all parents are emailed a copy but it is also on our website.

For children in Key Stage 2 (Years 3, 4, 5 and 6) meals cost £2.50 per day unless your child qualifies for Free School Meals. The meals needs to be paid in advance at the office by cheque (Devon County Council) or cash.

Our policy is that if more than £12.50 is outstanding then we cannot provide a lunch for your son/daughter until it has been settled and therefore you will need to provide a home packed lunch.

### **Lunch times**

Reception 11am until 12pm (eat at 11.45am)

Key Stage 1 Midday until 12.45pm

Y3/4 12.30-1.30 pm

Key Stage 2 1pm until 2pm

### **Break times**

Reception do not stop for morning break and have a break with Key Stage 1 in the afternoon. They have their snacks when they are hungry in their class. Please ensure your child has a labelled drinks bottle in school with them each day.

### **Medication**

If your child needs medication in school please speak to reception. The doctor will provide you with additional medication for long term conditions such as asthma so that the school can keep inhalers in school. All types of medication including short term medication such as antibiotics or pain killers can only be administered with written consent from parents on our medication form. Medication must be handed to reception and all the necessary forms completed.

### **Newsletter**

The school emails out a weekly newsletter full of current information. This comes out on Wednesdays. If you would like a paper copy then please tell reception. A copy of the newsletter is also uploaded onto our website.

### **Headlice**

All schools suffer from nits, please don't be embarrassed if your child gets nits, we have all had them! The recommendation from the NHS is to use chemical treatments to clear an infestation. **Our strong recommendation is to check your child's hair and then use conditioner and a metal nit comb on a weekly basis.**

### **Highways**

Highways have informed us that they will be patrolling the front of the school more regularly in the mornings at drop off time and at school pick up time. They always receive complaints from local residents and parents. The Highway code states that for single yellow lines that 'No waiting during times shown on sign' and on the Zig-Zag markings mean 'Keep entrance clear of stationary vehicles, even if picking up or setting down children'. There is no grace period of 2, 5 or 10 minutes.

### **Online Learning Journals Tapestry and Seesaw**

In Reception the children and staff use Tapestry, an electronic learning journey to track the children's learning and progress. We use iPads to take photographs and record observations as evidence. You will have access to this throughout the year and receive email updates when a new observation is added. This will provide you with an on-going report of your child's learning and progress. Due to the volume of evidence collected, updates will be sent weekly not daily.

We can provide you with access to their learning journal via the Tapestry website or through the free Tapestry App. To access this all you will need to do is provide us with an email address. Some of the photographs contained in your child's learning journey may contain images of multiple children. To protect the privacy of all children, we ask that you do not copy these to social media websites, share them over the internet or via text messages. If images are shared we will have to withdraw access.

For those that are concerned about images on the internet please be assured they are stored on a secure server and only yourself and school staff will have access to your child's journal.

If you do not have access to the internet, please let us know and we can make alternative arrangements for you to view your child's learning journey.

The rest of the school use Seesaw (<http://seesaw.me>), a secure online journal where your child can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

### **Parents Evenings**

We have parent consultations twice a year for parents to chat to the class teachers, these are in the Autumn and Spring terms followed by a written school report in the Summer term.

### **Parking for parents**

For those of you who are not already aware there is no parking for parents on our school site. However South Hams District Council offer a Residents Concessionary Permit for £40 a year and this allows you to park in car parks operated by South Hams District Council (except Dartmouth Park and Ride car park, Dittisham, The Ham and Dittisham, The Level, South Embankment Dartmouth). With this permit you can park seven days a week, between the hours of 3.00pm and 10am. Please visit their website to purchase a permit.

### **PTA**

We have an active PTA who raise money to help the school provide more for your children. If you are interested in getting involved then please contact the PTA on

[pta@the-grove-primary.devon.sch.uk](mailto:pta@the-grove-primary.devon.sch.uk)

They are always looking for new people to join. You will find information about what's on with the PTA in our weekly newsletter.

### **Pupil Premium and Free School Meals**

Some children are entitled to pupil premium funding and Free School Meals from the government which helps pay for support for your child in the classroom. For Reception children this money pays for some 1-1 support from a member of our team for any specific needs. For older children we can also use this to provide some 1-1 support but can also use it to support the child in a wider sense. Educational need is the priority but we can also support music lessons, sports clubs and activities etc.

A child is entitled to pupil premium if their family is on a low income and entitled to 'free school meals' or if they are adopted or in care (looked after full time by another member of the family can sometimes fall under this category).

If your total income is no more than £16,190 or if you are in receipt of the following benefits (even temporarily), your child may be eligible for free school meals and pupil premium.

Child tax credit (but without working tax credit)

Income support or income based jobseekers allowance

Please see the school office if you think this may be something you can apply for – it can really help your child's education. It is worth noting that if a family is out of work even just for a short amount of time and would qualify for this it is still worth applying because the child gets the money allocated for the next 6 years even if you go back to work.

The website address for this is:-

[https://oneonline.devon.gov.uk/CCSCitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal\\_live](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal_live)

**Productions- These are currently under review due to Covid restrictions- we anticipate to broadcast remotely.**

We like to give children opportunities to perform on the stage so we have a Christmas nativity for the younger children and a Christmas production for the rest of the school. Year 6 finish their time at the school with a production of their own. These can take place at the school or at The Ariel Centre at KEVICC.

**Safeguarding and Security at The Grove School**

The entrance at Heath Way will only be open from 8.45 -9.00 and 3.10 -3.30 and closed for the rest of the school day.

Any parents, carers or visitors needing to come into school will need to use the front/main entrance on The Grove (double glass doors). This avoids visitors making the long walk past the children in the playground and in their classrooms. We are really pleased that Leechwell gardens has become such a great place to play after school as we will have to enforce our policy of all children and parents to be off site by 3:30pm unless in a club or attending Orchard club.

It is an Ofsted requirement to have a secure Primary School site and of course it is by far the best approach for your children so we really appreciate your assistance in keeping our children safe.

Nearest toilets once the school is closed are in the Civic Square.

**School Hours and Office opening times**

Due to Covid we have a staggered start to our school day. The Grove School opens the gate 8.45/8.50 am and the gate closes at 9.05am. Classes start at 9am which means that children should be in class, coats off and bags in lockers and sat on the carpet/table ready for the teacher to take the register.

The school is currently having a staggered end to our school day. Parents are either allowed to socially distance on the school field or outside the main entrance. The school gate closes at 3.20pm

We understand that there are sometimes emergencies that can result in a child being late to school and parents being late to pick up.

The school office is open from 8.30am until 4.30 (3.30 on Fridays) outside of these hours we have an answerphone service. Alternatively, you can email the school at [admin@the-grove-primary.devon.sch.uk](mailto:admin@the-grove-primary.devon.sch.uk)

**Sun-cream**

Please put sun-cream on your children in the morning before school and please remember to bring hats to school for children to wear outside. If children need to apply sun-cream during the day then please could you let the teacher or teaching assistant know in the morning. Staff will help the children apply the sun-cream themselves.

**Starting in September**

The first day of term will be on **Thursday 2nd September.**

## **Children's Term dates 2021 – 2022 – are on the website**

Autumn Term – Thursday 2nd September until Friday 17th December inclusive

Half term – Monday 25th October – Friday 29th October 2021 inclusive (first day of school is Monday 1st November 2021)

Christmas Holidays - Monday 20th December until Tuesday 4th January inclusive

Spring Term – Wednesday 5th January until Friday 8th April inclusive

Half term – Monday 21st February – Friday 25th February 2022 inclusive (Last day of school is Friday 18th February 2022 and first day back is Monday 28th February)

Easter Holidays – Monday 11th April until Monday 25th April inclusive

Summer Term – Tuesday 26th April until Friday 22nd July inclusive

Half term – Monday 30th May – Friday 10th inclusive (First day of school is Monday 13th June 2022). Two week half term this year because of the extra bank holiday due to The Queens Platinum Jubilee.

May bank holidays are Monday 2nd May and Thursday 2nd and Friday 3rd June

The Spring Bank Holiday in 2022 has been moved to Thursday 2 June and there will be an additional Bank Holiday on Friday 3 June which will see a four-day weekend to celebrate Her Majesty The Queen's Platinum Jubilee

Summer Holidays – Monday 25th July until ? September (To be confirmed)

## **Themed Week and Sports Funding**

Each term the school has a 'themed week' in which we decide a theme and run this through the whole school. These can follow any curriculum subject, sports or educational themes.

Every year we receive Sports Funding from the government to develop sporting skills throughout the school.

## **Thrive and Special Needs**

We use a system called Thrive throughout the school. All children will be assessed throughout their time with us to ensure children maintain a healthy emotional development.

If you wish to know more please speak to a member of staff or see the website [www.thriveapproach.co.uk](http://www.thriveapproach.co.uk)

We have a Special Needs co-ordinator, if you think your child may have special needs then please mention this to your class teacher who will arrange for you to meet the SEND co-ordinator.

## **Trips, Cooking, Swimming, Bikeability and Year 6 Residential**

We like the children to have lots of experiences so the classes cook and go on trips every year. When children are in Year 2 they then start swimming sessions during the summer term. You will receive a letter about cooking, swimming and any trips planned and we always ask for a contribution towards the cost of cooking, swimming and trips. If this is difficult then please do come and talk to us as we can arrange instalment plans. When children are in Year 5 we offer the bikeability Level 1 which they will learn to control and master their bike in a safe space away from traffic such as a playground or closed car park. Bikeability Level 2 takes place on local streets, giving the children a real cycling experience. They will learn how to deal with traffic on short journeys such as cycling to school or the local shops. When children are in Year 6 they will go on a 4 night 5 day residential. This is a fantastic opportunity for children to experience being away from home for 4 nights whilst taking part in many exciting activities and adventures with their friends. It is essential that children can ride a bike and are able to swim when in Year 6.

## **Uniform – Please label all your children’s uniform either with labels or pen.**

You will be able to order your uniform online and it will be delivered to you at home. To order please go to [www.mapac.com](http://www.mapac.com) and follow the steps below:

Step 1 Click ‘Education’

Step 2 Click ‘are you a parent’ and then ‘find my school’

Step 3 Click the ‘find my school’ tab and find The Grove School’s unique online shop

**Delivery time - Mapac embroider the uniform so delivery is usually within 15 working days (3 weeks) however during the busy summer period this may take a little longer.**

Our uniform policy is:

- Plain grey or black trousers or shorts (no jeans)
- Gold school polo shirt or one of a similar yellow colour
- Burgundy school sweatshirt/cardigan or one of a similar burgundy colour
- Any colour socks or tights
- Plain grey tunic/skirt or grey or black trousers or shorts (no jeans)
- Red/white or yellow/white checked summer dress
- Red/yellow/white/grey leggings to match skirt worn. No leggings without skirt.

If your child wants to wear leggings then they need to be worn under a skirt of the same colour. Leggings are not trousers, even if they have a pocket or are like jeggings.

### **Footwear**

- Black shoes or trainers
- Dark coloured winter boots
- Summer sandals any colour – no ‘Crocs’ or flip flops

### **Accessories**

There is also a school cap available which is optional.

There is a book-bag which the children will all need for their reading book and letters home from school etc. Pupils are not permitted to wear any jewellery with the exception of a watch and stud earrings. We do not encourage nail varnish or ‘tattoos’ either in school so please avoid these. If pupils are wearing stud earrings they must put tape on these when doing P.E.

## **PE Kit – This must be in school at all times and please label**

All children should have a named shoe bag with trainers (not plimsolls as the grip is poor) and the games kit inside it. Please encourage children to have the correct kit. This is also available from [www.mapac.com](http://www.mapac.com).

All children should change for these activities. If they have not got the correct kit then they should change as much as possible and still take part as much as is safe.

If pupils are wearing stud earrings they must put tape on these when doing P.E.

### **Boys and Girls PE/Games Kit**

- White t-shirt
- Black shorts /leggings/jogging bottoms for winter
- Trainers

(For out of school sports events teams will wear The Grove team strip provided by school.)

PLEASE ensure all clothing is labelled with your child's name. Personalised name labels are available from [www.mapac.com](http://www.mapac.com)

### **Whole school information**

We have a website full of information including all our school policies, information about the curriculum and each class.

<http://www.the-grove-primary.devon.sch.uk/web>

### **You**

We can help you too – if parents are happy then children tend to be happy. We are trained in helping you access other agencies e.g. social services, mental health, health, police etc. We are trained in dealing with bereavement for children, for helping children cope with divorce and separation, for domestic violence and child protection.

We really need to know if anything at home changes for your child – we will notice differences day to day and it really helps them if we have some idea what is going on in their lives. You can trust us to remain confidential. The only time we are obliged to pass on information is if there are child protection concerns, but we are obliged in 99% of cases to talk to you about any concerns before acting, or if we feel someone's life is at risk.

## **Home School Agreement**

### **The family will try to:**

Make sure our child attends school and is on time and let the school know if our child has to be away.

Attend parents' evening and support our child's life at school as much as possible

Work with our children, supporting their reading/home learning as much as possible.

Let the school know about anything that may affect our child's work and well being at school.

Support the school's policies especially with behaviour and uniform.

### **The pupil will try to:**

Be friendly to others and not bully anyone.

Be polite and well behaved.

Do all class-learning and homework as well as they can.

Wear the school uniform and be tidy in appearance.

Take good care of the school buildings and equipment, and other people's property.

### **The school will:**

Keep your child safe and secure whilst in our care.

Respect your child, valuing them for who they are, treating them fairly and equally.

Try hard to make our school challenging and fun, share information with the family and welcome our partnership with you.

Understand and listen, helping with learning and problems.

Recognise the importance of home learning as a home/school link and provide it regularly.

## Acceptable Use Agreement: Pupils - Primary

### Primary Pupil Acceptable Use Agreement/Online Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT 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 upsetting. 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 ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my Online Safety.
- I will report anything I see online that makes me feel uncomfortable to my teacher.

# Privacy Notice (How we use pupil information)

## The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- 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 and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, please contact the School Business Manager if you require further information.

## Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to safeguard pupils

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

## **We only collect and use pupils' and personal data when the law allows us to. Most commonly, we process it where:**

We need to process data as necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller for the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Where we are using your consent to process your personal data, you have the right to withdraw that consent at any time. If you wish to withdraw your consent, please contact admin @the-grove-primary.devon.sch.uk so that your request can be dealt with.

## **In addition, concerning any special category data:**

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

## **How we collect pupil information**

We collect pupil information via registration forms at the start of the school year, Admission and Transfer Files (ATF) or Common Transfer Files (CTF) or secure file transfer from a previous school and throughout the school year as necessary.

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. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil 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 contact the School Business Manager.

We hold pupil data in line with the schools GDPR Data Protection Policy. In accordance with the GDPR the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the School Nurse and NHS

## 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.

Any data that is shared as per the section 'Who we share pupil information with' is transferred electronically and securely.

### Department for Education

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.

## 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 the School Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>

### [Withdrawal of consent and the right to lodge a complaint](#)

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Business Manager.

## **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 15<sup>th</sup> November 2018.

## **Contact**

**If you would like to discuss anything in this privacy notice, please contact: The School Business Manager or Data Protection Officer at The Grove School, The Grove, Totnes, Devon, TQ9 5ED.**

## **How 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, school GCSE results or 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/data-collection-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-pupil-database-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-external-data-shares>

To contact DfE:

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