

**BRANSCOMBE C OF E PRIMARY SCHOOL**  
**NEWSLETTER 08/09 01**  
**Friday 5<sup>th</sup> September 2008**

**Welcome Back**

Welcome back to the start of a new academic year. It doesn't seem two minutes since last term and all the excitement of the summer fair, fun day, school play etc. However, the children seem rested and keen to begin learning about their new topics. The outlines for the topics will be sent out to parents early next week. We would all like to welcome new children and families to the school, we hope you will quickly feel settled into the school family.

You will notice that over the holidays more maintenance work has been carried out using the dedicated premises and maintenance budget available to school. An area of rotten floor has been replaced in Class 1, hopefully this will alleviate the damp smell that we have all noticed over recent times! Several areas of damaged plaster work in the classrooms have been repaired and given a fresh coat of paint, improvements have been made to the facilities in the Class 1 playground and the security system is at last almost fully operational! A few more jobs will be finished off over the next few weeks.

At Branscombe we do value the views and opinions of parents and enjoy hearing your news. Staff are available first thing in the morning and after school if you ever want to have a chat. If at any time you have any concerns please come and see me, however trivial they seem. I would rather you came when what was bothering you was just a niggle rather than a full blown problem. To further enable this process I am going to trial having an open door coffee morning each Friday from 9am until 9.30am when parents are welcome to come and join me in my office and have a drink and a chat. Hopefully lots of positive points will be discussed and any concerns nipped in the bud. If for any reason I am unable to hold this one week I will put a note in the previous week's newsletter or put a notice on the black board.

**Library Assistants**

We are looking for some parents or grandparents who would be willing to help in the school library for a morning or afternoon each week. We are looking for someone who would enjoy helping the children choose their books and help to keep the library in order!

**Lunch time Assistants**

We are once again desperate for help at lunch times. It is a lovely way to spend some time with the children. MTAs supervise the children having their lunch, help organise their play and occasionally stick on a plaster. Please speak to Mrs Gray (ASAP) if you are interested. If you yourself are unable to help maybe you have a family member who could spare just an hour a week.

**Second Hand Uniform**

We have a large selection of second hand uniform. If you need anything specific please ask in the school office and we will try to find what you require.

### **Harvest Festival**

This year's harvest festival will take place on Sunday 21<sup>st</sup> September at 11.15am at St Winfred's Church. Once again each class will be preparing readings etc to perform at the service. It is always lovely to see many of our families attending the service and hope that you are able to join us this year. If you can come please bring a harvest gift which the children can present during the service.

### **School Photographer**

The photographer will be in school on Monday 8<sup>th</sup> September to take individual photos and family groups. Please could children wear full school uniform on Monday. Children may wish to bring a hair brush to school!

### **'The Book People'**

There is another collection of books from 'The Book People' in the entrance hall. The orders need to be placed before 18<sup>th</sup> September.

### **Term Dates**

The dates for this year are as follows

Non Pupil Day	Friday 24 <sup>th</sup> October
Autumn Half Term	Monday 27 <sup>th</sup> – Friday 31 <sup>st</sup> October
Last Day of Autumn Term	Friday 19 <sup>th</sup> December
Spring Term	Tuesday 6 <sup>th</sup> January
Spring Half Term	Monday 16 <sup>th</sup> – Friday 20 <sup>th</sup> February
Last Day of Spring Term	Friday 3 <sup>rd</sup> April
Summer Term	Monday 20 <sup>th</sup> April
May Day Bank Holiday	Monday 4 <sup>th</sup> May
Summer Half Term	Monday 25 <sup>th</sup> – Friday 29 <sup>th</sup> May
Last Day of Summer Term	Friday 17 <sup>th</sup> July

### **Fish Club**

Fish Club will start again on Tuesday 23<sup>rd</sup> September. This is run by members of St Winfred's Church and is a fun after school club which many children have enjoyed over the years. If you would like to attend, registration forms are available from the school office. There will be a poster about Fish Club in the notice board shortly.

### **Operation Christmas Child**

Just to let you know that we intend this year to collect shoe boxes filled with small Christmas presents for this charity project. Several children have asked in the past if we could do this. We will also be running a knitting club to make scarves to include in the boxes. Further details will be sent out shortly.

### **Fair Processing Notice**

As a school we are legally required to issue Fair Processing Notices to parents, to inform you of the various groups that hold pupil level information. This information is produced in 'two layers'. The first layer has to be sent home, and so is enclosed with this newsletter. Layer two will be available shortly on the school website.

### **Woodroffe School Open Days**

Woodroffe will be holding their open day for children in Year 6 on Thursday 9<sup>th</sup> October. No time is stated on the letter we have received but their contact phone number is 01297 442232.

### **Contact Details**

Sometime next week Dawn will be sending home the contact details we currently have for your child. Please could you update these promptly and return them to school. It is vital that we have up to date information in case your child is poorly or has an accident. Thank you for your assistance with this.

### **PTFA**

Once again, thanks for your wonderful support for the Summer Fair. Virtually every family was involved somehow which was really lovely to see. Bearing in mind that the weather has forced many charity events to be cancelled over the summer, I think we were incredibly lucky.

However, the new term takes us the PTFA to crisis point. Having lost a couple of committee members as their children go on to secondary school, there are now only 2 of us actively running the PTFA. This is not only illegal - but also too much for 2 people to cope with. So my plea is for at least another 3 Committee Members to come forward and put their names down. Specifically, we need a Vice Chair, a Secretary and one other member as back-up/support. But don't forget that every parent is automatically included as a PTFA member.

Potential plans this term are for our annual Quiz Night (which raises about £200), possibly a Race-Night (which could raise upwards of £500 I hope) and/or a Pamper Evening, and to be able to organise our wonderful Christmas Fair and pay for the Festive Children's entertainment and School Christmas Dinner which all the children really look forward to, as you know. Without PTFA support, this simply won't happen.

If you are keen to keep the PTFA alive, please consider joining our Committee and let me know ASAP so that I can kick-start this term's activities. Don't forget that every penny we raise goes to our kids.

You can contact me (as you probably already know!) on 07973 202441 if you have any queries or any questions at all. Look forward to hearing from you. Many thanks, APRIL

## FAIR PROCESSING NOTICE – SCHOOL CENSUS 2009 – LAYER ONE SUMMARY FOR NURSERY AND PRIMARY AGE CHILDREN

Branscombe C of E Primary School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (mentioned above). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint<sup>1</sup> This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website; [www.branscombe.devon.sch.uk](http://www.branscombe.devon.sch.uk) or for those pupils/parents where this is not practical, a hard copy can be obtained from Branscombe C of E Primary School, Branscombe, Seaton, Devon EX12 3DA.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. This can be obtained by contacting Branscombe C of E Primary School, Branscombe, Seaton, Devon EX12 3DA or access the website on [www.branscombe.devon.sch.uk](http://www.branscombe.devon.sch.uk)

<sup>1</sup> ContactPoint is a directory that will help people who work with children and you people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support.

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