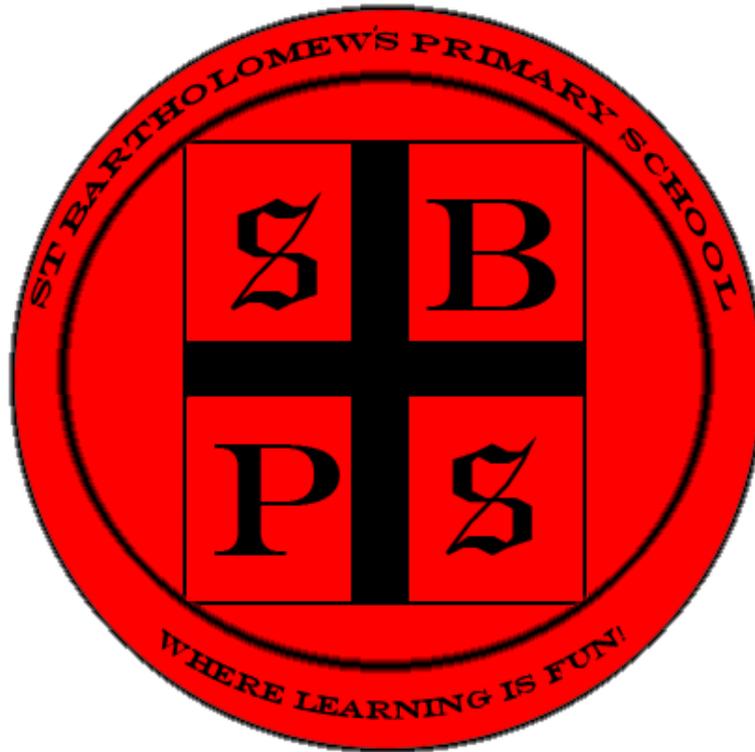


St Bartholomew's Church of England Primary School



This booklet requires signatures on the following pages:

Home/School Agreement	Page 2 & 4
Photograph Permission	Page 5
Local Trip Permission	Page 6
Internet Use Agreement and Permission	Page 7
Authorisation to Collect Children	Page 8

Please return the signed booklet to the school office.

Home School Agreement 2018-2019

At St Bartholomew's we believe in a strong partnership between the school and parents. Whilst we are legally required to enter into a formal home school agreement with parents annually, we feel that this is only a formality, as we know that you (like us) recognise that your child's best interests are met through the mutual support system that exists at St Bartholomew's.

The pledges included within this agreement set out the obligations for the school, parents and children that will ensure we can continue to best meet our shared aims for your child.

As a family we will pledge to:

- Support the school's aims.
- Ensure that my child attends school regularly, avoid any unnecessary absence during term-time and notify you as soon as possible of any reason for absence.
- Make sure our child arrives on time, properly equipped for school.
- Encourage self-discipline in my child and support the school's policy on behaviour.
- Make sure that my child wears suitable, named clothing in line with the school's uniform policy and ensure that PE/Games kit is available in school for all PE lessons.
- Support our child with reading, learning weekly spellings, multiplication tables and other homework or learning opportunities sent home.
- Attend parents' appointments and discussions about our child's progress.
- Make the school aware of any concerns or problems that might affect our child's work or behaviour.
- Get to know about our child's life at school.

Signed Parent/Carer **Date:**

The staff at St Bartholomew's pledge to ensure that:

- We care for your child's safety and happiness.
- Encourage children to believe in themselves, feel valued, and achieve their full potential.
- Teach your child to develop a positive attitude towards everyone, regardless of differences in gender, race, culture, belief and values.
- We provide a balanced, stimulating, and well-taught curriculum to meet the individual needs of your child.
- We achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Set Homework to extend the curriculum work in school.
- We will keep you informed about general school matters and your child's progress in particular.
- Contact you if there is a problem with attendance or punctuality.
- Communicate effectively and sensitively with you, being available, at an agreed time, when you have concerns or questions.
- Contact parents at an early stage should any problems arise.
- We will be open and welcoming at all times and offer opportunities for you to become involved in the general life of the school.

Signed Head Teacher

J. A. Shanley

Date: September 2018

As a pupil of St Bartholomew's I pledge to:

- Come to school every day, and be on time with all my equipment including my PE kit.
- Listen to my teacher and do my best both in class and in my homework.
- Be well behaved and sensible.
- Be polite and helpful to others, respecting all other members of our school community and their property.
- Follow our school rules.
- Share and talk about any problems I have and ask for help when I need it.
- Wear school uniform, taking pride in my appearance, and remembering that I represent my school at all times.
- Take care of school equipment, our building and the school surroundings.
- Pass on information to my parents.

If I have a problem ...

- I'll try talking to the other person to see if we can sort things out.
- I'll tell a grown up as soon as I can.
- The grown up will follow up the problem as soon as possible.

Signed Pupil: **Date:**

Photograph Permission 2018-2019

We have received directives from Lincolnshire County Council regarding the use of children's names in newspapers. The statement below now constitutes our school policy regarding this matter.

"Newspapers will want to include the names of pupils in photographs that they intend to use, but so long as the school has secured parental consent, and parents are quite clear that the photograph will appear in a newspaper, you should not have particular concerns about their use.

It is Lincolnshire County Council's view that for photographs of larger groups eg 'Class 6W' it would be sufficient to simply state 'Class 6W from school'.

For smaller groups, eg teams, where individual names may be requested, it is essential that parental consent be obtained.

The use of photographs in newspapers is already subject to strict guidelines. The Press Complaints Commission's Code of Practice states that:

- Journalists must not interview or photograph a child under the age of 16 on subjects involving the welfare of the child in the absence of or without consent of a parent or other adult who is responsible for the children.
- Pupils must not be approached or photographed while at school without the permission of the schools authorities.

There is no breach of the Data Protection Act in simply passing on a child's name to a journalist so long as you have secured parental consent. If schools or parents have any concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission."

As such, you will understand that we need your permission for your child's photograph and name to appear in any local newspaper. Please sign below to indicate that we have your permission.

In addition to a small number of photographs being published to the press each year we also publish children's photographs on the school website. Photographs will be displayed with a written commentary. Pupil names will not be used in conjunction with photographs, only class names will be used.

We would be grateful if you could indicate your approval for photograph publication.

I give permission for photographs to be released to the press (The Voice, Spalding Guardian, Simply Spalding) with / without names. (delete as appropriate).

Signed Parent/Carer **Date:**

I give permission for photographs to be used on the school website with / without names (delete as appropriate).

Signed Parent/Carer **Date:**

Local Trip Permission 2018-2019

Occasionally, as a part of the National Curriculum, we like to take the children out of the school grounds to visit local amenities. To save us asking for parental permission every single time we venture beyond the school premises would you please sign below to grant local trip permission.

Signed Parent/Carer Date:

Internet Use Agreement and Permission 2018-2019

Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a respectable way and observe all the restrictions explained to me by the school. I will tell my teacher if I am concerned about anything I access on the internet in school.

Parent

As the parent or legal guardian of the pupil signing below, I grant permission for my child to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

***Adaptation from: National Association for Co-ordinators & Teachers of IT,
Acceptable Use Policy***

Signed Pupil Date:

Signed Parent/Carer Date:

Authorisation to Collect My Child 2018-2019

The following adults (and no other) have permission to collect my child from school. Please state parents/carers names' first.

NAME:

RELATIONSHIP TO CHILD:

.....

Mother

.....

Father

Cool Kids Club (delete if not appropriate)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please contact the school office when giving children in Willow permission to leave the school premises by themselves.

Signed Parent/Carer **Date:**

Privacy Notice Policy (Parents/Carers/Pupils)

1. Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. We, St. Bartholomew's CE Primary School are the 'data controller' for the purposes of data protection law. Our data protection officer is Joe Lee email: DPO@ark.me.uk

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
-

Our legal basis for using this data

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

- We need to comply with a legal obligation

- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention policy sets out how long we keep information about pupils.

Our Retention Policy is available from the school office on request.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with and not limited to:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The pupil's family and representatives – to meet statutory requirements, for example, end of year reports, including attainment data
- Educators and examining bodies – to meet our legal obligations, such as performance data
- Our regulator e.g. Ofsted, to meet our legal statutory duties
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to ensure that we receive the funding that we are entitled to
- Our auditors – to explain income and expenditure relating to pupils needs
- Health authorities – to ensure the well-being of pupils within the school and wider community
- Health and social welfare organisations - to ensure the well-being of pupils within the school and wider community
- Professional advisers and consultants – to ensure that children are able to access the best educational support to meet their needs, resulting in the highest possible outcomes
- Professional bodies – for the school to meet statutory duties

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer:

- Mr Joe Lee: DPO@ark.me.uk

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mr. James Shawley, Head Teacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mr Joe Lee: DPO@ark.me.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

2. Privacy notice for pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, St.Bartholomew's Primary School, Leaveslake Drove, West Pinchbeck, PE11 3QJ, are the 'data controller' for the purposes of data protection law. Our data protection officer is Mr Joe Lee (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a record retention schedule/records management policy which sets out how long we must keep information about pupils.

You can request a copy of this policy from the school office.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department) – to meet our legal duties to share certain information with it, such as attendance, exam results, Free School Meal entitlement
- Your family and representatives – to keep you safe and ensure your best interests
- Educators and examining bodies – so you are able to be registered for national tests
- Our regulator (the organisation or "watchdog" that supervises us), (e.g. Ofsted)
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Our auditors – to ensure that money is spent accurately

- Health and social welfare organisations – eg, The NHS for heights and weight measures
- Professional advisers and consultants – to help us monitor and track how well you are doing
- Police forces, courts, tribunals – to protect your best interests

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Mr Joe Lee: DPO@ark.me.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.

Adopted: May 2018

Review Date: May 2020