



EARLY YEARS PARENT PACK



Lent Rise School
Coulson Way, Burnham, Slough, SL17NP

Headteacher : Mrs J Watson

Telephone : 01628 662913
office@lrschool.co.uk
www.lentrischool.co.uk

WELCOME TO EARLY YEARS

Our Early Years department consists of two 'Reception' age classes of equal number. There are four full time members of staff, two teachers and two teaching assistants. Miss Johns and Miss Fisher are the two class teachers.

The first year in a child's school life is very important. All staff will provide care, support, guidance, discipline and learning opportunities throughout every day.

We incorporate many different aspects of healthy living into school life in order to encourage every child to live a healthy life. We are part of the NHS fruit scheme for 4-7 year olds and each child is provided with a daily piece of fruit. We also work alongside the Government and County Council to provide a free hot school meal for each child in Early Years for their lunch break. There is a water fountain in the Early Years area for your child to use, and children are encouraged to bring in a water bottle to school every day. In addition to this children can have a carton of milk each day, which is government funded until **age five**. After this, there is an opportunity to purchase directly from our provider the 'Cool Milk' company.

In Early Years your child's **key worker** is their named **class teacher**. Your child will also have daily direct contact with the class teaching assistant. Please contact the **class teacher** to discuss any matters concerning your child and an appointment can be made for after school.

In the mornings during "drop off time" staff will be busy ensuring that the children are safely in school, so if you have any **urgent messages** please pop up to the school office where staff are always happy to assist you.

Please use the 'reading diary' provided in your child's book bag to communicate non-urgent messages with staff.

At Lent Rise School we pride ourselves on our **Open Door policy**. It is important that all parents and staff work together and communicate effectively in order to provide the best opportunities for your child.

REJ Class Teacher
Miss Johns



REF Class Teacher
Miss Fisher



If any adults other than those listed in your child's profile are to collect your child from school you **must** inform their teacher of the name of the person and relationship they hold to the child. We cannot allow a 'friend' or anyone else to collect your child without your specific permission and we will request a **password** so please fill this out in your pupil profile pack. Anybody that is not a nominated person must provide the password.

If your child is not collected from school on time, the class teacher or teaching assistant will escort your child safely to the school office, where they or the office staff will contact you to arrange immediate collection. The child will then wait with a member of staff and should be collected from the school office.

There is a range of information on the Lent Rise School website. You can find school policy documents and keep abreast of news by looking at the school newsletter and calendar.

The school newsletter and other information letters are distributed either through email or through your child's bookbag. We also send emails and text messages to you as reminders. We will always speak to you in person if there is an emergency or urgent query concerning your child.

You can view our whole school website at:

www.lentrischool.co.uk

Pupils and parents will be given secure usernames and password to a log in area of the website once children have settled in the Autumn term.

INFORMATION

At Lent Rise School, Early Years is the school year also known in other settings as the Reception Year or Foundation Two. We will often abbreviate Early Years to EYs or use the class name e.g. EF (Miss Fisher's class), EJ (Miss Johns' Class).

Early Years timings

8.55 am	Classroom doors open
9.10 am	Morning registration
9.20 am	Phonics
9.40 am	Child Initiated Learning
12 noon	Lunch
12.45 pm	Afternoon registration
12.50 pm	Maths
13.15 pm	Child Initiated Learning
15.15 pm	Home time

**PLEASE NOTE THE ADJUSTED TIMES GIVEN OUT FOR THE FIRST FEW WEEKS*

Monday:	Reading books changed, take home games <i>(from October)</i> and phonics <i>(from October)</i>
Tuesday:	Outside Games
Wednesday:	Reading books changed, Indoor P.E.
Thursday:	Homework is set
Friday:	Reading books changed

ATTENDANCE AND PUNCTUALITY

As parents you all have a legal responsibility to make sure that your child attends school every day. If your child is going to be absent from school please contact the school office on the **first day** of their absence. This is important, as we will be contacting parents if a child is not at school and no reason has been given.

Regular attendance and punctuality is fundamental to enabling your child to achieve the highest levels of attainment. We ensure **all** children are aware of the importance of attendance and punctuality.

The attendance target set by the Governing Body for **2018-2019 is 96%**. We expect **ALL** children to achieve this.

If your child is unwell

If your child is **too** unwell to come to school, or has a medical appointment, please contact the school office as soon as possible. To help you, the NHS has compiled a list of guidelines about how long children should be kept off school when they have a common illness.

<https://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

Lateness

Learning begins promptly at the beginning of the day with instructions and explanations and it is vital that your child does not miss this part of the day. We monitor lateness and send letters to parents whose children regularly arrive to school late.

Authorised absence

Family holidays **should always** be taken **during the school holidays**, and we will only authorise absence in **very special circumstances**. On these occasions permission **must** be sought in advance from the head teacher. Absence request forms are available from the school office or a letter should be written to the head teacher.

OUR OPEN DOOR POLICY

Please do contact us at any time when you have a concern, even if it appears to be minor. The 'little' difficulties are easy to deal with; don't let them become major concerns. The Open Door Policy is encouraged at Lent Rise School. If you wish to talk about your child please:-

1. Approach the class teacher
2. Talk to a member of the Senior Leadership Team
3. The Headteacher, Mrs Watson, is always happy to see parents but clearly she will go to the Class Teacher to discuss issues, therefore it makes sense for you to have spoken to the teacher first.

Contacting the Headteacher if she is not in School

When the Headteacher is out, your children are always in safe hands. If you need an immediate response, please contact the school office and a member of the Senior Leadership Team will get a response to you as soon as possible.

Complaints and Resolution Procedure

The following is the strategy that is suggested if difficulties arise - we recommend that you use this structure.

1. Talk to the Class Teacher
2. Talk to a member of the Senior Leadership Team
3. Talk to the Headteacher
4. Make Representations to the Governing Body in writing to:
Mrs Maggie Young, Chair of Governors
by e-mail: govs@lentrise.bucks.sch.uk or
c/o Lent Rise School
Coulson Way
Burnham
Slough SL1 7NP
5. If you are still not satisfied you may wish to put your complaint to the Secretary of State for Education and Skills who can review whether the school has acted reasonably and followed the correct procedures. The address is: Sanctuary Buildings, Great Smith Street, London, SW1 3BT.

If you would like to read our full complaints and resolution procedure, please contact the school office for a copy or visit the school website www.lentriseschool.co.uk

TERM DATES 2021-2022

Autumn Term 2021

Open on the morning of:

Thursday 2nd September
(*Inset day – Wednesday 1st September and Friday 22nd October)

Close at end of afternoon on:

Thursday 21st October

(Half Term – Monday 25th October – Friday 29th October)

Monday 1st November

Friday 17th December

(Christmas – Monday 20th December – Monday 3rd January)

Spring Term 2022

Open on the morning of:

Thursday 6th January
(*Inset day – Wednesday 5th January)

Close at end of afternoon on:

Friday 18th February

(Half Term – Monday 21st February – Friday 25th February)

Monday 28th February

Friday 8th April

(Easter – Monday 11th April – Friday 22nd April)

Summer Term 2022

Open on the morning of:

Tuesday 26th April
(*Inset day – Monday 25th April)

Close at end of afternoon on:

Friday 28th May

(Half Term – Monday 30th May – Friday 3rd June)

Monday 6th June

Wednesday 20th July

(*Inset day – Thursday 21st July)

Early May Bank Holiday: Monday 2nd May

* Inset days are for the staff only.

Whether term is starting or ending, the school start and finish times are the same.

DAILY ROUTINES

We encourage each child to learn and follow simple daily routines in order to make them independent and responsible for their own belongings. It would be an enormous help to the staff and your child if you could support this by:

- Being positive about school!
- Encouraging your child to enter the building independently. Please do not crowd the doors to ensure staff members can see all the children.
- Clearly labelling** all belongings including clothes, P.E. kits and shoes!
- Ensuring your child has their P.E. kit on a Monday and Wednesday
- Ensuring your child has their book bag with them every morning
- Allowing your child to be responsible for their own book bag and being involved in the communication process (tell them there is a letter etc. for class teacher in their bag)
- Ensuring that you check your child's book bag and reading record **every evening** for any slips or letters that may need returning
- Informing the staff through notes or a phone message if a different nominated adult is collecting your child from school and ensuring they know the password
- Ensuring you communicate with the school appropriately by sending a note, email or telephoning the school office

CURRICULUM



To give each Reception aged child the best learning opportunities we cover all aspects of the Early Years Foundation Stage Curriculum but extend learning opportunities into areas of the National Curriculum where appropriate. This gives all children a range of learning opportunities and allows appropriate progression.

During the morning timetable we teach Phonics and Numeracy sessions. The afternoons are timetabled to explore learning outside and in other curriculum areas. ICT plays a very strong role in teaching and learning and is used to support many learning opportunities throughout the curriculum. We use a broad range of strategies and learning opportunities when providing access to the creative curriculum.

Our Early Years classes have interactive whiteboards, digital cameras, and visualisers in each classroom as well as the use of their own fully equipped ICT suite with computers for pupils, a set of iPads, and an interactive table.

The children also have regular use of the main school Tech Lab that also boasts video conferencing facilities. Children have access to programmable toys and role play linked ICT, for example using recordable microphones.

We have two outdoor areas specifically designed and built for our Early Years classes; one of these includes a covered area for use in all weathers. We use our outdoors areas daily to enhance learning within the curriculum. The pupils have some formal break times on the main playground to enable them to socialise with children in Years 1 and 2. Please refer to 'What to expect, when?' document for more information on the Early Years Foundation Stage.

ASSESSING AND REPORTING IN THE FOUNDATION STAGE

Assessments are carried out by each class teacher through observations of daily tasks and general outcomes. Information passed on from nurseries and dialogue with parents and carers is also used to inform assessment and planning.

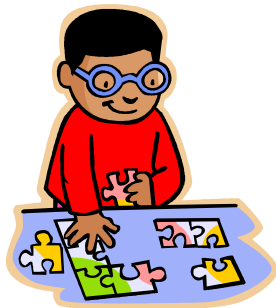
At Lent Rise we will be observing and recording progression of achievements throughout all areas of the Early Years Foundation Stage curriculum regularly to track progress and monitor any concerns. Parents will be informed of any concerns if and when they may arise.

During our first parent consultation meetings in the Autumn term your child's class teacher will discuss the outcomes of initial assessments and set your child their first target to work towards both at school and home.

We currently offer a Stay and Play session on Mondays after school, during the first term, for parents to look around the Early Years classes and observe what the children have been doing. This will also be an opportunity to chat to staff and other parents informally.

In the Spring Term we will send home mini-reports which outline your child's progress in their first six months of schooling and hold individual consultation meetings to discuss achievements made.

In the Summer Term there will be a full written report and feedback of individual Early Years Foundation Stage Profile assessments will be made at this time.



Our main priority with regards to reading in Early Years is to support each child to become an enthusiastic and confident reader.

We have a wide variety of books in four different categories: -

1. Books without text (encouraging communication and imagination skills).
2. Fictional stories based on familiar characters.
3. Non-fiction books (based on a variety of topics familiar to children).
4. Phonics and Rhyme books.

Please spend approximately 10 minutes at home each night, reading and sharing the book with your child. **Please record the title in the home reading record books and write a short comment** if you feel that it is necessary. We ask you to return the books daily; the record books will be checked for queries and we will hear your child read individually ourselves. The books will be sent home for a second consecutive night for words recognition re-enforcement. Books are changed on a Monday, Wednesday and Friday.

Phonics is a key component to reading and writing and as a school we follow the Read Write Inc. programme. We put great emphasis into the teaching and learning of phonics in daily phonics sessions in order to give the best start to each child's reading and writing. We incorporate synthetic phonics strategies into these sessions to allow your child the best opportunity for learning reading and spelling cues.

At first the inexperienced reader relies on a whole word approach to reading but should learn and use the initial letter sounds of words to begin their phonics awareness.

You can help your child do this in the following ways: -

- Play games like 'I spy' (using the sound not the alphabet letter name).
- When learning words with them ask them if they can remember what sound it begins with, and if they can, sound out the other letters in the word.
- Help your child to write their letters (please use the **correct formation** as on the sheet provided) saying the sound as they write.
- Use alliteration word games e.g. I can see a - running red rabbit or a bouncing big balloon.

TOP TIPS FOR LENT RISE LEARNING - PREPARING YOUR CHILD FOR SCHOOL

We hope that with your support we can give your child the very best start to their education.

It would be helpful if you could prepare your child in the following ways to ensure that they settle into school life confidently and happily:

- Encourage your child to ask to go to the toilet when they need to.
- Encourage your child to care for their own toilet hygiene including remembering to wash their hands.
- Encourage your child to independently put on their coat and do up the zip.
- Encourage your child to change their clothing independently in order to assist us when changing a whole class for P.E.
- Encourage your child to speak about themselves to develop their confidence around other peers and teaching staff.
- Try to help them to write some, if not all, of their own name.
- Encourage them to socialise with other children of a similar age.
- Play games and read as many books as possible.



HELPING AT HOME

- Hear your child read as often as possible, at least once a day.
- Read to your child, to increase their vocabulary and to make books enjoyable.
- Ask your child about their homework and help them to complete it.
- Help your child to form their letters and numbers correctly.
- Help your child to write their name correctly and to know their surname.
- Talk to your child about school work. Encourage them to participate in topic work by taking an interest yourself.
- Write letters and postcards to friends and relatives.
- Help your child to learn their letter sounds and later, spellings.
- Give them pocket money! (Just 10p is enough, but give it to them in change and make them count it.)
- Help your child to talk about the sequence of events in the day.
- Help your child to tell the time.
- Get them to use puzzles and construction toys. Encourage them to play with others and make up their own stories.
- When you go outside, talk about the weather and seasonal changes.
- Encourage children to count shopping in the trolley, whilst in the supermarket and help to load items from the shelves.
- Play counting and letter games whilst in the car.
- Grow things, cook things, make things, sew, knit, colour, and paint.

LITERACY AND NUMERACY GAMES

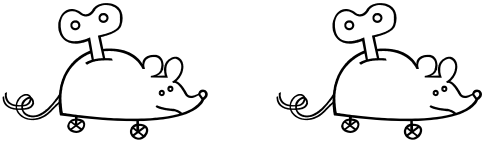
Below are some game ideas for you to play at home in order to help your child.

Name Jigsaws



Write your child's name on a card strip. Cut the strip up into the individual letters. Work with your child to put their name back together. One idea might be to then make this into a name tag for their bedroom door.

Pairs Game



Use pictures from magazines to play matching and finding games. This will help to develop concentration and memory skills.

Reading Area/Time

Have a special area/time for you and your child to look at books and begin to enjoy reading.

Catalogue Sounds



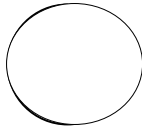
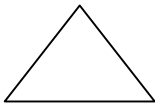
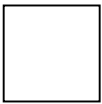
Pick up a free catalogue (e.g. from Argos). Decide on a letter sound to focus on (e.g. 'a'). Work with your child to find pictures that begin with that letter. Cut them out. One idea might be to make an alphabet scrap book from these pictures.

Daily Counting



Count the things you see around you from the plates on the table to trees in the park. Your child will begin to enjoy counting and will soon begin to do this independently.

Patterns with pasta



Using differently coloured dry pasta, work with your child to make shapes. Use the correct words e.g. circle, square.

Counting Rhymes

Sing and learn rhymes with your child. Here are some examples to give you some ideas:

1,2,3,4,5, once I caught a fish alive

Five little speckled frogs

Five little men in a flying saucer

Five little monkeys











1,2 buckle my shoe











HANDWRITING







It is very important that your child learns the correct formation of handwriting from the start. This will enable them to progress confidently and easily onto joined up writing. The following sheets are examples of how we teach letter and number formations. The sheets include simple rhymes to assist formation practice. It would be helpful if you could ensure that if your child is beginning to write their name, they are using letters formed in this way.

When doing work at home, please let your child record their ideas or simple pictures **by themselves**. If they need support with writing we suggest you write in yellow felt pen for them to trace over with pencil (see example below).

cat cat

				
Bounce: a-a-a-apple Handwrite: Round the apple, down the leaf.	Bounce: b-b-b-boot Handwrite: Down the laces to the heel, round the toe.	Bounce: c-c-c-caterpillar Handwrite: Curl around the caterpillar.	Bounce: d-d-d-dinosaur Handwrite: Round his bottom, up his tall neck, down to his feet.	Bounce: e-e-e-egg Handwrite: Lift off the top and scoop out the egg.
				
Stretch: fffflower Handwrite: Down the stem, and draw the leaves.	Bounce: g-g-g-girl Handwrite: Round her face, down her hair and give her a curl.	Bounce: h-h-h-horse Handwrite: Down the head to the hooves and over his back.	Bounce: i-i-i-insect Handwrite: Down the body, dot for the head.	Bounce: j-j-j-jack-in-a-box Handwrite: Down his body curl and dot.

				
Bounce: k-k-k-kangaroo Handwrite: Down the kangaroo's body, tail and leg.	Stretch: lllleg Handwrite: Down the long leg.	Stretch: mmmmount Handwrite: Maisie, mountain, mountain.	Stretch: nnnnet Handwrite: Down Nobby, over his net.	Bounce: o-o-o-orange Handwrite: All around the orange.
				
Bounce: p-p-p-pirate Handwrite: Down the plait and over the pirate's face.	Bounce: qu-qu-qu-queen Handwrite: Round her head, up past her earrings and down her hair.	Stretch: rrrrobot Handwrite: Down his back, then curl over his arm.	Stretch: ssssnake Handwrite: Slither down the snake.	Bounce: t-t-t-tower Handwrite: Down the tower, across the tower.

				
<p>Bounce: u-u-u-umbrella Handwrite: Down and under, up to the top and draw the puddle.</p>	<p>Stretch: vvvvulture Handwrite: Down a wing, up a wing.</p>	<p>Bounce: w-w-w-worm Handwrite: Down, up, down, up.</p>	<p>Bounce: x-x-x-exercise Handwrite: Down the arm and leg and repeat the other side.</p>	<p>Bounce: y-y-y-yak Handwrite: Down a horn up a horn and under his head.</p>
				
<p>Stretch: zzzzip Handwrite: Zig-zag-zag</p>				

Number Formation Rhymes

Make a big
loop, just like
so. This is
the way to
make **zero**.



A
straight
line **one**
it is fun.



Around and
back on the
railway track
makes **two**,
two, **two**.



Around the
tree and
around the
tree. This is
the way you
make a **three**.



Down and
across and
down some
more. This is
the way you
make a **four**.



With a
straight neck
and a round
tummy, put his
hat on, **five**
sure looks
funny.



Down to a
loop, the
six rolls a
hoop.



Across the
sky and down
from heaven.
This is the
way you make
a **seven**.



Make an **S**
and do not
wait. Climb
back up to
make an
eight.



A loop
and a line
makes a
nine.



PE AND SPORT AT LENT RISE SCHOOL

‘Physical Development is the key that unlocks all learning’ (Mackintrye and Mcvitty 2004)

In Early Years P.E. and Games takes place on a Tuesday and Thursday. Children take part in a range of activities to develop their coordination, balance and team work skills.

Please ensure that your child comes prepared to take part. For P.E. this will mean plain red shorts and a plain white T-shirt, and, in addition to these, a change of footwear for outdoor Games.

Children **must not** wear jewellery for any form of physical activity. This is purely a safety measure. Please support us by reiterating this with your child; it will also indicate to your child the partnership between home and school.

If there are any difficulties about the provision of suitable kit etc., please let your child's class teacher know.

We do P.E on: Wednesday (T-shirt and shorts)

We do Games on: Tuesday (T-shirt, shorts, tracksuit bottoms and trainers/ plimsoles)

Thursday Kit

Tuesday Kit



REGISTRATION

We ask parents to work with the school to make sure that children attend school regularly, as it is obviously necessary to ensure that each child achieves to their full potential.

If your child is going to be absent due to illness, please contact the School Office on 01628 662913 before 8.45 am on the day of the absence and then follow this up with a written note in your child's book bag or an email to the office when they return to school, though verbal explanations may be acceptable where this is considered appropriate. Parents may be asked to provide medical evidence in the form of an appointment card or prescription where there are repeated absences due to reported illness.

Please do make sure that your child is on time for school. The playground gates will open at 8:55am and close at 9:05am. Your child may come into school between these times and head straight to class. However if your child does miss the gate to go into class, please bring them to the School Office where a member of staff will sign them in.

Where possible please try to arrange medical and dental appointments outside the school day. If this is not practical, pupils should attend for part of the day and the appointment card should be brought into school to show to a member of the office staff.

Authorised absences are recorded where there is a satisfactory explanation for the absence or lateness such as illness or a medical appointment in accordance with the school's Attendance Policy. Please see the school website for a current version of this. Please note that we cannot authorise holidays taken during term time and parents are strongly advised not to do so. Parents wishing to take their child out of school during term time must send a written leave of absence request to the Headteacher at least one month before. All requests for leave of absence will be responded to in writing. Each request will be considered individually and will take into account documentary evidence and any extenuating circumstances. If the permission to take leave is not granted and the pupil is absent, the absence will be unauthorised. In such cases the school may refer the matter to the Education Welfare Service who may issue a Penalty Notice.

We work closely with the Education Welfare Service to monitor attendance and work with families to support attendance at school.

SCHOOL UNIFORM

We look to parents to work with the School to ensure that children come to school always maintaining a high standard of dress.

Boys' Uniform :

- White shirt (preferably with turn down collar and sleeves)
- Grey trousers (not jeans, track suit bottoms or cords)
- Red V neck pullover or sweatshirt
- Black leather shoes (no suedes, trainers or boots)
- Dark socks (preferably grey)
- School tie (optional, but very strongly encouraged)

Girls' Uniform :

- White shirt/blouse (preferably with turn down collar and sleeves)
- Grey skirt
- Grey, high waisted full length trousers
- Red cardigan, pullover or sweatshirt
- Black leather shoes (no suedes, trainers, slingbacks, heels or boots)
- Grey or white socks (or tights)
- School tie (optional, but very strongly encouraged)

In the summer, both boys and girls may wear grey shorts. The girls may wear red gingham or striped dresses. Shoes may be changed to black, closed-toe, leather summer sandals.

P.E. Uniform :

- White T-shirt
- Red shorts
- Running shoes or sports trainers for outdoor sport
- Red, black or grey tracksuit bottoms

Hair must be neat and tidy with no extremes of colour or style, or shaved patterns on the head and must not be beneath collar length for boys. We ask that no jewellery is to be worn.

SCHOOL JOURNEYS AND ACTIVITIES



During the coming years, your child, with many others, may be taking part in school activities outside school premises and perhaps outside school hours. I hope that your child will find these events both helpful and enjoyable.

We would like to draw parents' attention to the risks that can arise when their child takes part in out of school activities. Lent Rise School works alongside Buckinghamshire County Council to provide quality provision for school journeys and activities. The aim is that out of school activities should be properly organised and that all reasonable precautions should be taken for the safety and wellbeing of your child. Your child may, nevertheless, be exposed to additional hazards such as accidents in the course of travel or sporting activities.

An accident might occur because of negligence by the Academy or County Council, or by negligence by a teacher, another member of the County Council staff, or a voluntary helper acting in the knowledge and approval of the authority (lack of supervision). In this case, the County Council will fully accept its responsibilities and has an insurance policy which applies whenever it is legally liable to pay compensation for accidental injury to persons or accidental damage to property.

On the other hand, an accident might occur where the Academy or County council cannot be held responsible or liable. In particular an accident might be caused by the child with no fault being attributed to the teacher, the County Council or any other party or parties other than the child. In such a case the parent might thus be held responsible and in view of this, you may wish to consider your own insurance position. Many people do not insure against such risks, although some may be covered by their ordinary household policy. In the case of trips abroad and other major excursions, the teacher-in-charge may arrange group insurance and you would be advised of this at the time.

FIRST AID

All our staff are trained in Emergency First Aid and we have designated members of staff trained in Paediatric First Aid.

If your child is ill or has an accident at school that causes concern, the office will contact you using the contact names and numbers you have given. Please ensure that you keep the office updated with any changes in your contact details.

We will administer First Aid to minor injuries at school and you will receive a note home explaining what happened. Please check your child at home. We are not medical professionals so if you have any concerns, please take your child to your doctor or local hospital A&E department.

MEDICATION

If your child needs medication at school you must complete a form giving consent for the school to administer medicines. Legally this form can only be signed by someone with parental responsibility for the child; this does not include grandparents (unless court appointed guardians) or child minders.

Please bring medication to the school office and collect it at the end of the school day. Medication should be in the original packaging and clearly labelled with your child's name and class. Prescription medication, including inhalers and creams, must have the pharmacy dispensing label attached.

If your child has asthma, their inhaler will be kept in their classroom where they can access it at any time.

All medications including inhalers will be sent home during school holidays.

Should you require further information or if you have any queries, please contact the Headteacher or School Office.

INHALERS

If your child has asthma, no matter how severe, and they have been prescribed a reliever inhaler please provide an inhaler to be kept in school. This should be in the original box with the dispensing label attached. The school also has emergency inhaler kits which can be used if a child has an asthma attack and their own inhaler is unavailable (for example it is empty). These kits do not replace your child's own inhaler, which must be in school at all times. The emergency inhaler kit can only be made available to children who have already been prescribed a reliever inhaler and whose parents have signed a consent form.

AUTO-INJECTOR DEVICES

If your child has been prescribed an auto-injector device because they are at risk of anaphylaxis then we must have an in-date device in school at all times. This is kept in the school office and all staff are trained on the signs and symptoms of anaphylaxis and how to administer emergency adrenaline. If you do not provide a device your child will not be able to attend any out of school activities or trips as we cannot approximate an ambulance response time should they have a severe allergic reaction. In the case of residential trips two devices must be supplied or your child will not be able to attend.



SAFEGUARDING

“At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers’ suitability, including Criminal Records Bureau checks, as recommended by Buckinghamshire County Council in accordance with current legislation.

In accordance with our responsibilities under section 175/157 of the Education Act 2002 and “Keeping Children Safe in Education“ Sept 2016, we have a Designated Safeguarding Lead for Child Protection Mr Jenkins who is a member of the senior leadership team, and has received appropriate training for this role. There are two other trained Designated Safeguarding Leads, including the Headteacher Mrs J Watson, who deputises for Mr Jenkins ensuring there is a DSL on duty at all times. It is their responsibility to ensure that all staff in contact with children receive child protection awareness training on a regular basis.

Occasions do arise when our concern about a child means we have to consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under s47 of the Children Act 1989, may want to speak to a child without a parents’ knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures, which we follow, have been laid down by the Local Safeguarding Children’s Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher, Mrs J Watson or your child’s class teacher: the Policy can be found on the school’s website www.lentrischool.co.uk

PRIVACY POLICY/NOTICE

PUPILS AND PARENTS

MAY 2018

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusion and behavioural information

Why we collect and use this information

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
- for safeguarding and child protection
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under departmental censuses and the Education Act 1996, for more information on the school census process and requirements see:

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

We collect and process data under the following legal basis for processing:

Article 6 (GDPR)

1. the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
2. processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9 (GDPR)

- the data subject has given explicit consent to the processing of their personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject

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 in line with IRMS (Information records management service) guidelines. Please see the following document for full details on data storage including time scales. <http://irms.org.uk/page/SchoolsToolkit>

Who 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)
- agencies including the School Nurse and the NHS
- academy trust if applicable
- curriculum resources (all web resources are checked, and minimal details are shared with online teaching resources)

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.

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)

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

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

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 records. In the first instance please contact the school lead below.

Position	Name	Email	Phone
School Lead	Jill Watson	dpo@lrschool.co.uk	01628 662913
Data Protection Officer	Turn IT on	dpo@turniton.co.uk	01865 597620 (option 3 - GDPR)

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Other policies which may reference this privacy notice

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:

- any contract between the School and its staff or the parents of students;
- the School's policy on taking, storing and using images of students;
- the School's policy on the use of CCTV;
- the School's retention of records policy, (IRMS template);
- the School's safeguarding and pastoral policy; www.lentrise.bucks.sch.uk
- the School's Health and Safety policy, including how concerns or incidents are recorded;
- the School's IT policies, including its Acceptable Use policy, On-line Safety policy;

Contact

If you would like to discuss anything in this privacy notice, in the first instance please contact the School Lead below:

Position	Name	Email	Phone
School Lead	Jill Watson	dpo@lrschool.co.uk	01628 662913
Data Protection Officer	Turn IT on	dpo@turniton.co.uk	01865 597620 (option 3 - GDPR)

Policy update information (policy number GDPR-103b)

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

Review Date	Reviewed by
02-05-2018	Turn IT on

Policy update information

Review Date	Revision	Description on change	By
02-05-2018	1.00	Draft release	Turn IT on
03-05-2018	1.00	Full release	