YEAR SIX PARENT PACK



Lent Rise School
Coulson Way, Burnham, Slough, SL17NP

Headteacher : Mrs J Watson

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USEFUL INFORMATION TO BE FOUND ON THE SCHOOL'S WEBSITE

Term Dates

Curriculum

Homework Policy

How you can Help with Writing

How to Help at Home

Year 6 Vocabulary

Teacher Assessment using Target Tracker

Registration

School Uniform

First Aid and Medication

Inhalers and Auto Injector Devices

This pack contains information only, contact and permissions information will be circulated separately.

YEAR 6 INFORMATION

Year 6 is part of Key Stage 2 (KS2) which consists of Years 3 to 6. We will often abbreviate Year 5 to Y5 or use the class name e.g. 6S (Mr Smith's class). The Phase Leaders are Mr Harman and Mrs Joyce.

KS2 timings

8.55 am	Morning registration
9.05 am	Morning lesson 1
10.20 am	Assembly
10.40 am	Morning break
11.00 am	Morning lesson 2
	Fit in 5
12.00 noon	Morning lesson 3
12.45 pm	Lunch
1.30 pm	Afternoon registration + Afternoon lessons
3.15 pm	Home time

PE Days: Indoor PE Thursday Outdoor PE Wednesday

Homework Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Spelling	Maths	English	Topic	No homework

A Message from Year 6

Welcome! We hope that you find all of the information in this pack useful. If you have any questions after reading this Parent Pack or would like to talk to us about the year ahead, please do let us know so that we can arrange a time to meet with you.

6S Class Teacher
Mr Smith



6H Class Teacher
Mr Harman



CURRICULUM

During the course of the year your child, in addition to English and Maths, will be studying the following subject areas. We hope this information will be of interest and will help you to share the work with your child by providing further reading material, or perhaps arranging a trip to a suitable museum, etc.

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic name	Natural Disasters		Battle For Life		Tudor Exploration	
Text	Kensuke's Kingdom		Stone Girl Bone Girl – Laurence Anholt		Holes- Louis Sacher	
Science	Electricity and Light		Evolution and Inheritance		Heath and lifestyle	
ICT	E-safety		Coding		Coding	
History	Natural Disasters		Darwin Battle of Britain		Tudor Exploration	
Geography	Natural Disasters		Mapping		Coastlines	
DT	Food - Sushi				Structures- Tudor Galleons/ houses	
Art	Katsushika Hokusai - Landscapes		Megan Coyle - Collage		Hans Holbein – Self Portraits	
Music	Musical Notation		Music from around the world		Production	
RE	Christianity Islam		Opposition to Evolution		Protestant – Catholic – turning points N.I troubles	
PE	REAL PE		REAL PE		REAL PE	

Each year group will take part in Educational visits designed to enhance the children's learning of the curriculum. Visits may change from year to year but last year, Year 6 visited the Oxford Natural History Museum, Cippenham Baptist Church and a residential to Weymouth.

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 sent by the Governing Body for **2019-2020 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 and 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:

•Approach the class teacher
•Talk to a member of the middle management team (KS1 or KS2 Phase Leaders)
•Talk to a member of the senior leadership team
•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.

•Talk to the Class Teacher
•Talk to a member of the senior leadership team
•Talk to the Headteacher
•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
•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 Procedure, please contact the school office for a copy or visit the school website www.lentriseschool.co.uk

FREE SCHOOL MEALS AND PUPIL PREMIUM FUNDING

Do you receive any of the following benefits:

- Income support
- Income based Job Seekers' Allowance (IBJSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit, with income under the threshold set by the Treasury, (Not Working Tax Credit)
- The 'Guarantee' element of Pension Credit

All children in Early Years, Years 1 and 2 are eligible to have a universal school meal. But we still need parents receiving the benefits listed above to sign up to the Free School Meals service. If you have a child in KS2 they will also be eligible for a free school meal, but only if you apply!

Why sign up?

For the school



We receive additional funding for children who would be eligible for Free School meals even if they were not in Early Years, Year 1 or Year 2. This funding is called Pupil Premium and we use it to support progress and achievement (you can find out how we spent this year's Pupil Premium on our website https://www.lentriseschool.co.uk/website.

For you



If we know that your child would be eligible for Free School Meals even if they were not in Early Years, Year 1 or Year 2 we can provide additional support to them in school. We can also help with the cost of school uniform, PE kits, school trips, clubs and music lessons on a case-by-case basis.

Signing-up takes less than 5 minutes



All you need to do is complete a short form. You do not need to provide any proof of your eligibility. You only need to sign-up once and we will automatically re-check your details every term. If you are still eligible, your child will continue to receive a free school meal in Key Stage 2. The school office staff will be happy to answer your questions or help you complete the form.

All applications are dealt with in confidence.

Free School Meals & Pupil Premium

Research shows that better food in schools is improving what children eat during the school day, and there's evidence of a clear link between what children eat at lunchtime in school, where they eat it and how they focus with their teachers in the afternoon.



All children in reception, year 1 and year 2 in state-funded schools in England are eligible for free school meals. This includes infant pupils in maintained infant and primary schools, free schools, academies, special schools and pupil referral units.

Free school meals are also available to pupils in years 3 and above whose parents receive certain benefits and register using this application form. Please return this form to your child's school if you think you qualify for Free School Meals.

Pupil Premium - completing this form could also raise money for your child's school...



The Pupil Premium is a Government scheme that provides funding to schools of £955 - £1,345 per pupil whose parents receive one of the qualifying benefits listed on this application form.

The school can use this money to raise the attainment of disadvantaged pupils and close the gap between them and their peers

Q. How can I apply?
A. Simply complete this application form and return it to your child's school

Q. Why should I apply?
A. You and your school could benefit from Pupil Premium funding worth £955 - £1345 per pupil. As well as this, if your child is in year 3 or above this form is also used to apply for Free School Meals and could save you hundreds of pounds a year.

Q. My child is in Reception, year 1 or year 2 and automatically receives Free School Meals, do I still need to complete this form?
A. Yes! Pupil Premium is only paid to a school if the parent registers using this form and is receiving one of the qualifying benefits listed. Even though your child automatically receives free school meals completing this application form may entitle your school to Pupil Premium funding.

To register for free school meals, including Pupil Premium, please complete this application form and return it to your child's school as soon as possible to avoid delay.

Buckinghamshire Council 2020/21

FREE SCHOOL MEAL & PUPIL PREMIUM APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE ONE OF THE FOLLOWING BENEFITS ARE ENTITLED TO FREE SCHOOL MEALS AND WILL GENERATE PUPIL PREMIUM FOR THEIR SCHOOL:

- ✓ **Income Support (IS)**
- ✓ **Income-based** (not contribution-based) **Job Seeker's Allowance (IBJSA)**
- ✓ The guaranteed element of the **State Pension Credit.**
- ✓ **Income-related employment and support allowance**

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

- ✓ **Support under Part VI of the Immigration and Asylum Act 1999**
- ✓ **Universal Credit** with an annual net earned income of no more than £7,400
- ✓ **Child Tax Credit** (with no Working Tax Credit) with an annual income of no more than £16,190
- ✓ Where they are entitled to Child Tax Credit and also Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

Administration for the provision of free school meals is undertaken by Buckinghamshire Council for those pupils attending an education establishment within Buckinghamshire. This form should be completed and returned to your child's school.

1. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT – COMPLETE IN BLOCK LETTERS

SURNAME/FAMILY NAME as it appears on your benefit letter:

FORENAME: **TITLE:** **DATE OF BIRTH:** *dd/mm/yyyy*

NATIONAL INSURANCE NUMBER **OR** **NATIONAL ASYLUM SEEKER NUMBER**

ADDRESS

POST CODE **DAYTIME TEL. NO(s)**

2. DETAILS OF THE CHILD/CHILDREN

Surname/Family Name	Forename	Date of Birth	Name of School

3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to other support/benefits, including free travel to school. *The remainder of this declaration does not apply to pupils in Reception, Year1 or Year 2* - I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial and ongoing, entitlement to free school meals. I understand that I may be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.

I have read and I understand the above declaration.

SIGNATURE _____ (Parent/Guardian) **DATE** _____

s110 of The Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and that improper use of information is an offence. All LA users are required to sign a declaration to confirm that they will only use data for its intended purpose.

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 2019. There are two trained Designated Safeguarding Leads, the Headteacher Mrs J Watson and the Deputy Headteacher Mrs R Small, this ensures 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.lentriseschool.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	