

Wherwell Primary School 2025/2026

A guide for parents/carers

Parent
Handbook

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The School Day

What time does the school day start?



The morning session begins promptly at **8.40am**.

Children should not arrive before 8.30am as there is no official supervision on the playground until this time.

Not only is punctuality an important life skill but we are also required by Hampshire County Council to record and report on persistent lateness. Late arrivals are recorded as Unauthorised Absence.

What time does the school day end?

School ends at **3.10pm**.

The children will leave school on time, please be there to collect them!



PE Kit

PE kit should always be available in school so they should bring in a PE kit on Mondays and take it home for washing on Fridays.

PE bags with school logo (a water resistant drawstring design) are available for purchase at the school office.

All PE kit should be named with indelible ink or name labels.

Water Bottles

It is very important that children have a named water bottle in school at all times.

Please ensure your child's water bottle is clearly named so that if found around school after break or lunchtimes, the staff know who to return it to.

Book Bags

A book bag will be given to each child when they first start school. Thereafter, replacements are available for purchase from the school office.

Children should bring book bags in every morning and take them home each afternoon. Parents/carers are encouraged to check book bags daily as we use these to send letters and homework to you.

Toys from Home

The rule is that any toy brought into school must be **smaller than an adult's hand** so that they can fit comfortably into the class storage box. Also, all toys are brought in **at their own risk**, so please don't let your child bring anything really, really special or fragile into school with them – these should wait at home for your child's return!

Electronic items are not permitted on site. Any items found including, but not limited to, phones and gaming devices will be confiscated and returned to a parent/carer at the end of the day.

Morning Snacks (fruit/vegetable only)

Fruit is provided, free of charge, to all KS1 (infant) children under the 'Fruit for Schools' scheme. However, if your child does want to bring in their own snack **it must be fruit or vegetable.**



The 'healthy snack, fruit/veg only' rule applies throughout your child's time at the school.

Packed Lunches

KS1 children are all entitled to a Free School Meal as part of the Government's Universal Free School Meals scheme. However, if your child would like to bring a packed lunch instead, please ensure that it is a **healthy** meal and has regard of the allergies we have in school (in red below)

Please NO:

- **Sweets** or other high sugar food or drink items
- **Chocolate**
- **Egg**
- **Nuts** (including **peanut butter / Nutella**)
- **Sesame seeds**, or other products containing **sesame** such as hummus



School Meals

As mentioned above, KS1 children are all entitled to a Free School Meal as part of the Government's Universal Free School Meals scheme. Here at Wherwell our food is prepared on site in our dedicated School Kitchen and served in the school hall.

If your child suffers with a food allergy of any kind, you will need to register this with Hampshire Catering Services (HC3S) who will prepare a menu specific to your child's needs. You can do this by following this link or copying and pasting into your browser:

<https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/specialdiets>



Seesaw

Once children are settled into life in Robins Class, we will begin to introduce the Seesaw app as a tool to enable children to share their learning and creations with their families at home. Children are taught to use the iPads to take photos or videos of some of the models, pictures or activities that they have completed in class and add them to their Seesaw journal. The adults in Robins Class then check these, sometimes add a note to the observation and approve them for the journal.

When the children have started to use Seesaw to record their own observations, we will set up family accounts. When we do this, you will receive an email from Seesaw prompting you to create an account linked to your child's online journal. Once logged in, you will then be able to view observations that your child has added to their Seesaw journal through the app.

We know that families love to view their children's achievements at school. We send a school newsletter out every two weeks, in the Robins section of the newsletter we include photos and some information about what the children have been busy with in class recently. Throughout the year, we also invite parents into school for 'parent sharing sessions'. During these sessions, you are able to view the children's learning books as well as other activities that they have been working on at school.

School Uniform

You will be able to buy most of your school uniform in Tesco, Asda, Sainsbury's etc. The only items you will need to purchase elsewhere are the optional school sweatshirts, cardigans, PE t-shirts and (if required) fleeces with the approved school 'Cockatrice' Logo. These are available from our uniform supplier, Stitch Design www.stitchdesign.co.uk. See details on next page.

We also hold a large stock of second-hand uniform, always available at the school office.

******* PLEASE, PLEASE, PLEASE NAME YOUR CHILD'S CLOTHING INDELIBLY *******

This can be achieved with special laundry pens, nametapes/iron-on labels. Please help us to help you – we spend a great deal of time trying to match unnamed clothing with sad/cold children and much of our second-hand stock is made up of un-named lost property – don't let it be yours!

NO nail varnish, dyed or radically cut hair.

NO jewellery of any kind including earrings unless ears are recently pierced in which case they should be taped to prevent injury.

Winter/all year round

- Mid-grey trousers/skirt/pinafore dress
- White or blue shirt or polo shirt
- Royal blue sweatshirt or cardigan with our cockatrice logo (optional)
- Royal blue sweatshirt or cardigan
- Black or grey socks
- Black shoes (not trainers)

Summer (optional)

- Mid-grey shorts
- Blue checked dress

In School at all times...

- A coat (they will be outside every day, come rain, wind or snow)
- A pair of wellies
- Long trousers for visits to our woodland area
- A water bottle

... and in summer

- A sun hat
- Named sunscreen

Optional

- Blue fleece with our cockatrice logo

PE Kit

- White t-shirt (logo shirts available to buy on-line)
- Blue, navy or black shorts
- Plimsolls or trainers
- Blue or black Tracksuit for outdoor PE in colder weather

Uniform can be purchased

- Branded items: www.stitchdesign.co.uk
- From any supermarket clothing range
- Pre-loved from the school office

School Uniform Shop

We have a small supply of cardigans, sweatshirts and fleeces available for sale at the office, so please check with us before ordering. **IT IS NOT POSSIBLE TO ORDER SCHOOL UNIFORM VIA THE SCHOOL MONEY APP**

If the office cannot help you, you can purchase sweatshirts, cardigans, fleeces and PE shirts with our school logo on at www.stitchdesign.co.uk.

You will need to enter our postcode to register an account. Our postcode is **SP11 7JP**. Once you have registered, remember your username and password as you now have an account with them and we do not control it.

Once registered you should place and pay for your order on-line.

All items on the Wherwell School page, and their prices, are fully approved by the school.

An on-screen sizing guide is available for each item. Please check these carefully.

Items will usually be dispatched directly to you the following day and any problems will be communicated to you promptly.

The screenshot shows a web browser window with the URL <https://www.stitchdesign.co.uk/products-page/>. The page header includes a navigation bar with a "RETURN TO STITCH DESIGN WEBSITE" button and a "Logout" link. Below the header is the Wherwell Primary School logo and the text "Denise, You are shopping for uniform for Wherwell Primary School Powered by Stitch Design Ltd." A message in pink text says "If you need assistance Please visit our HELP & SUPPORT page". There is a "Your Account" link. A sorting dropdown is set to "Default". A shopping basket summary shows "Your Basket" with "0 items" and a total of "£0.00", with a "proceed to checkout" button. A pink banner states: "Everything on this page is fully authorised by your school. If it is unclear what you need to order then please check with your school, or the Uniform Policy, where available". Below this are three product images: a blue crew-neck sweatshirt, a blue zip-up cardigan, and a blue zip-up fleece jacket.

Sickness

If your child is unable to come to school please telephone the school office to let us know **each morning** of their illness, **giving details of the nature of the illness** (01264) 860384, or Email reporting@wherwell.hants.sch.uk.

Government guidelines state that if your child vomits or has diarrhoea, **they should not return to school until 48 hours have passed since their last episode**. This is to prevent DVT infections passing through the whole school, including your child's class teacher, and we will therefore be very firm in monitoring this.

Any other Government Guidelines (such as those imposed during the Covid-19 pandemic) will be strictly enforced.

We reserve the right to check your child's temperature at any time whilst in our care, using a non-contact infrared thermometer.

Term Time Absences

Parents are legally obliged to ensure that children aged 5 and over are in school for 32.5 hours per week for the school year. Absences will **ONLY** be authorised for exceptional circumstances or for medical reasons. Where possible we ask that medical/dental appointments are made outside of school hours please but where this is not possible, evidence of medical/dental appointments must be provided.

We are unable to authorise holidays in term time and any such absence will be entered on your child's record as 'Unauthorised'. There is a mandatory holiday request form which must be completed for any absence not due to illness and you should therefore contact the office prior to departure.

Car parking

You should park in the playing fields car park adjacent to the school and walk your child to school through the gate that connects the field directly to the school playground. For the safety and security of the children, this gate is locked at 8.45am and thereafter you will need to enter school through the front door.

You may use the bus bay at the front of the school **only** if you are dropping your child **QUICKLY**. You should neither leave your vehicle, nor loiter. This is because the bus needs full access.

The Playing Fields kindly allow us to use their car park but reserve the right to rescind that offer should an incident occur. The car park is a dangerous place at drop-off and pick-up times. Children are small, unpredictable and often cannot be seen by manoeuvring vehicles.

We ask that you **reverse park** to reduce the risk of serious incident.

We also ask that you **park as close as you reasonably can to the car next to you** to maximise the number of vehicles able to access the parking area.

There follows some "do nots". We apologise, we don't like these but they are essential if we are to enjoy safe and continued use of this important facility.

- **PLEASE DO NOT park across the entrance to the car park, or on the road either side of the entrance** as this severely hampers visibility for people leaving and has caused many a near miss over the years.
- **PLEASE DO NOT use the disabled bay at the front of the school unless you are a Blue Badge holder** as we do have parents who need the space.
- **PLEASE DO NOT PARK in the bus bay or the staff car park.**
- **PLEASE DO NOT TURN your vehicle in the staff car park.**

There is a school bus serving Chilbolton residents. We encourage all parents who are eligible to use the bus to do so. This not only reduces congestion in the car park and benefits the environment but also ensures the continued provision of this service. Details of how to apply for a bus pass can be found on page 9 of this booklet.

How do I let you know if someone else is collecting my child?

If someone else is collecting your child on a regular basis please provide details in the relevant section of your Registration Pack.

If someone is collecting as a 'one-off' then please email: reporting@wherwell.hants.sch.uk or telephone the school (01264 860384). They will need to provide the **password you provided in your Registration Pack**.

We will NOT let your child go home with someone other than you, unless we have received your express permission!

Term dates

The school calendar can be found on the Hampshire County Council Website by following this link:
<https://www.hants.gov.uk/educationandlearning/schoolholidays>

Each academic year there are five inset days when the school is closed for staff training; you will find ours under the calendar section of our website www.wherwellprimary.co.uk

Volunteering

When your child is happily settled into school you might want to help in class (listening to readers etc.). All helpers in school must be DBS checked. Details of how to apply for a DBS check are available from the school office.

Communications

There is a school newsletter every other Friday, sent via email, and sometimes there are letters on other days too. It is useful to check your child's bag every day for other communications.

We also subscribe to a text messaging service which means that urgent messages and reminders will be sent as a text to your mobile phone. There are forms in your Registration Pack requesting your mobile number and email address so that we can keep in touch with you.

You can also find our latest Newsletters and information on our website www.wherwellprimary.co.uk

School Money

We manage all our school payments through School Money (www.eduspot.co.uk). You can use the system either through the desktop version or the mobile app. If you are a new parent we will have provided you with a step by step guide for parents on how to get yourself set-up, how to order dinners/book after school care, how to make payments, change passwords, etc. We can also offer you guidance at the office. You can also find this by following this link: <https://support.eduspot.co.uk/school-money/group/?tag=guide&slug=guide>

It is important to note that when logging-on you use the email address and mobile telephone number you have instructed us to use in our communications system (these are the details you supply in the registration booklet).

Home to School Transport (Chilbolton residents only)

Free transport is provided for children who have reached compulsory school age, which means that children who meet the eligibility criteria will receive transport from **the beginning of the term following their fifth birthday**.

From that time your child will qualify for free transport, if:

- they attend the nearest catchment school or one that is nearer to your home;
- the distance (measured by the shortest available walking route) is: more than two miles for children up to and including Year 3 or more than three miles for children from Year 4 to Year 11, (NB: as the road between Chilbolton and the school is deemed dangerous, all children resident in Chilbolton are eligible to travel on the school bus);
- Where parents name the designated catchment school as one of their 3 preferences and a place is not available, assistance may be offered to the next closest school, using the distances in the previous paragraph.

Please follow the link below which will take you to HCC website which will provide you with information on eligibility and the link to the application portal:

<https://www.hants.gov.uk/educationandlearning/schooltransport/apply>

Free School Milk



Free milk is available for all children aged under five in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth, unless you state otherwise in your Registration Document. Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

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What is the Pupil Premium?

The Pupil Premium was introduced in April 2011. It represents additional funding that the government gives to schools for each pupil considered to be 'disadvantaged'. The money must be spent on these pupils to support their education, but it is for the school to determine how it is spent. The Department of Education website is a good source of additional information: <http://www.education.gov.uk/schools/pupilsupport/premium>

Why does the Government provide a Pupil Premium?

Poverty or low income is the single most important factor in predicting a child's future life chances, with many pupils in low income families having low attainment by age 16. The Government believes that the Pupil Premium is the best way to address these underlying inequalities between children eligible for free school meals (FSM) and their peers by ensuring that funding to tackle disadvantage reaches the pupils who need it most.



Who receives the Pupil Premium?

Pupil Premium is allocated to pupils in school year groups from Reception to Year 11:

- from low income families who are registered for FSM;
- or who have been registered for FSM at any point in the last six years;
- children that have been in care continuously for 6 months or more;
- adopted children who have been in care continuously for 6 months or more prior to adoption are also eligible.

What is the Service Premium?



The Service Premium grant is for pupils who have a parent serving in the armed services. Unlike the Pupil Premium, this grant is not solely for raising attainment but for providing additional (mainly pastoral) support. Who receives the Service Premium? Pupils with a parent currently serving in the armed services and supporting their family, pupils who have a parent who died in action and those whose parents have left the service since April 2011 for other reasons, including injury. To be eligible, the parent must be supporting their family, so where they are separated or divorced a pupil will not be eligible.

What are the benefits for the child?

- Funding specifically targeted at eligible children ensuring that all their educational needs are met;
- Free School Meals in KS2;
- Free School Milk for over-5s in Reception;
- Financial help towards school trips, including the residential in Year 5 & 6;
- Eligibility for Pupil Premium is a measure for external grant agencies to use to assess need.

What are the benefits for the school?

- The Pupil Premium for the financial year 2025-26 is £1,515 per pupil. The Service Premium is £350 per pupil. This is significant additional money for us to spend on supporting pupil premium pupils and we are very keen to ensure that all eligible pupils are 'signed up'.



How do parents register their child's entitlement to Pupil Premium?

Although all pupils in years R, 1 and 2 now receive free school meals as part of the Government's universal free school meal provision, **this does not mean that any child automatically qualifies for the Pupil Premium**. Parents must still apply for free school meals Pupil Premium Service via:

<https://www.cloudforedu.org.uk/ofsm/hants>

This is a quick and simple process: with your National Insurance Number, date of birth, name and child's details and an eligibility check can be carried out using the Department for Education's Eligibility Checking System, this will confirm if details have been matched or not. If you need help completing the application form, please contact the office who can provide support with the application process. Confirmation will be sent to you. The government is made aware of each pupil claiming FSMs each term via the school census so they have up-to-date information on those eligible. Parents working in the services need to ensure that the school is made aware of this.

Your child may be eligible for free school meals – and accordingly pupil premium – if you receive any of the following benefits:

- Income support;
- Income-based jobseekers' allowance;
- Income-related employment and support allowance;
- Support under Part IV of the Immigration and Asylum Act 1999;
- The guaranteed element of state pension credit;
- Child tax credit, provided that you are not also entitled to working tax credit and have a gross income of £16,190 or less
- Universal credit



From September 2014, all children in Reception and Years 1 and 2 will qualify for free school meals, regardless of their family income, but only the children who would have qualified for free meals under the above income-based criteria will receive the pupil premium.

If your child qualifies for free school meals, it's important that you tell us – even if they take a packed lunch – as this enables them to claim pupil premium.

How should schools spend the grant?

Schools must spend the grant for the educational benefit of their eligible pupils. The grant can be spent on services that benefit pupils at the school. Pupil Premium grants can be carried forward to the next financial year if all the money is not spent in the year in which it is allocated.

Who should parents contact for further information?

Contact the school office, if you would like to find out more about registering your child for free school meals/pupil premium funding. This information will be held confidentially by the school. The Headteacher, can offer further information to those parents enquiring about the use of the Pupil Premium.



Management of Free School Meals in school

No other children are made aware of those in receipt of Free School Meals – not even the kitchen staff know. Only the Headteacher, teachers and Administration Officer have access to this information. Any reports about the spending of Pupil Premium or allocation of Free School Meals are anonymised.



Early Birds and Woodpeckers (out of hours care)

Early Birds

Early Birds meets every morning in the library and includes breakfast, throughout the school term. Sessions are run by school staff.

Sessions available: Monday to Friday from 8am

Charges*: £5* per session to include breakfast.

We are able to accept Childcare Vouchers as payment for these sessions.

Woodpeckers

Woodpeckers After-School Club offers childcare from 3.10pm – 6pm, **Monday to Thursday**, throughout the school term.

Sessions are run by school staff.

The club meets in the library from where they have access to our playground and playing field. Access for collection is via the main door at the front of the school. We encourage parents of children staying until 6pm to provide a snack or packed tea.

Activities

We recognise the importance of relaxing after a busy day at school. The sessions are largely unstructured and child-led. Children are given access to the library and use of the school's computers. There is also a stock of board games, craft-based activities and access to the outdoors with plenty of space to run around and use PE equipment.

Sessions available: Monday to Thursday 3.10pm to 6pm

Charges*: Woodpeckers is charged as follows:

- 3.10pm – 4pm £ 5*
- 3.10pm – 5pm £10*
- 3.10pm – 6pm £15*

We are able to accept Childcare Vouchers as payment for these sessions. We encourage parents to provide a packed tea/snack for Woodpecker sessions.

Cancellation

Our cancellation policy states:

- Bookings can be cancelled, without penalty, up to 1 calendar month in advance – so, for example, to cancel a place booked for 1 June we need notification (in writing or by email) by 1 May;
- For cancellations received a full week in advance, (e.g. cancelling a Monday session must be received by the previous Monday) 50% of the full session fee may be charged;
- Sessions cancelled with less than one week's notice may be charged at the full price.

*Prices quoted as at June 2025. Prices may rise during your time at the school

Managing mixed year group classes

We are a small school with five classes. Seven year groups have to fit into these classes. This is the framework within which we have to work and organise the school. We feel that the advantages of us being the size we are, outweigh the disadvantages. All the staff know the children really well. Due to the size of our school and the different number of children in each year group, the school cannot teach all the children in single age group classes.

Deciding which children are in which class is a long process which is highly considered by the teachers who know them best. There is no set formula for working out which children will go into which class. A number of influences are taken into consideration to make a professional judgement.

If a mixed age group or split year group is formed, how are decisions taken about which children should be allocated to which class?

The class arrangements are dictated by the professional judgement of teachers. If year groups are split, class allocation has been considered very carefully. We have thought about levels of confidence, friendships, age, and readiness to learn with older or younger children as well as the personalities within the classes.

We understand that these are not always popular decisions, however every decision is made with the best interests of your children at the fore. We really do consider each child individually and we consider which learning environment will enable them to thrive. Please trust us and help your child to progress through the school without getting too worried. Your child needs to learn to cope with change as they will have to meet the challenge of 'change' many times in the future.

Will my child be held back if they are in a split year group?

We understand that sometimes people think that their child might be held back if they are placed in a mixed or split year group. This is not at all the case. The ways in which learning and teaching are organised means teaching is tailored to the needs and current achievement of individual pupils. The teachers at Wherwell provide challenge for more able children and support for those needing more help, whichever year group they are in. We value each child as a unique individual. Furthermore, we plan educational enhancement and enrichment opportunities which ensure progression, whichever year group or class the children are in.

What about friendship groups?

We also understand that sometimes you have concerns that split year groups means that friendship groups are broken up. It is likely to be good for children to experience classes with different classmates so that their circle of friends can extend beyond their traditional age boundaries. Where new classes are formed, opportunities are created beyond the standard curriculum for children to maintain contact with their friends in the same academic year group who have been allocated to other classes (such as playtimes, school clubs, sporting and music activities to name a but a few).

There are benefits to these arrangements. Children benefit in many ways from the opportunity to become a positive role model which the younger children can aspire to. The splitting of age groups can be perceived as likely to have a negative impact on the children who are seen to be left behind. In our experience the reality of the situation is quite the opposite of this perceived view. It gives the individuals exactly what they need, which is an opportunity to build confidence and learn in the environment which best suits their needs.

Our aim is to dispel the impression for children and parents that some children are not progressing to the next year group. They will most definitely progress to the next year group. They will just be moving forward in an environment that best supports the pace of their learning, while enjoying all of the opportunities afforded to their year group, whichever class they are in.

Other important information

Our website address is www.wherwellprimary.co.uk.

All our statutory policies are published there, as well as lots of other important information. We have sections on on-line safety both under the 'Parents' tab and under the 'Children' tab and we would urge all parents to browse this information.

The website is also updated regularly with our newsletters and with photographs and reports on many of our activities.

We do all we can within our school to manage behaviour positively. However, there are times when we may need to use force to keep a child or children safe, or to maintain good order within the school. In such cases, we would always act within the principle of reasonable force. We have a policy which gives more detailed guidance on the use of restrictive physical intervention. This policy is available to parents on request.

Glossary of commonly used terms

During your time at the school you may come across certain terms that require some explanation. Please do not be afraid to ask. Here we list the most common ones:

EYFS	Early Years Foundation Stage (Year R)
KS1	Infant years - Years 1 & 2
KS2	Junior years – Years 3 to 6
FSM	Free School Meals (available to children awarded Pupil Premium)
UIFSM	Universal Infant Free School Meals (all KS1 children)
PP	Pupil Premium
SEND	Special Educational Needs and Disabilities
SENDCo	Special Educational Needs & Disabilities Co-ordinator
DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead
HCC	Hampshire County Council
URN	Unique Reference Number

Useful Contact Details

reporting@wherwell.hants.sch.uk Emails to this address are automatically distributed to all staff members. Any confidential matters can be emailed either to the Headteacher or to the school office: adminoffice@wherwell.hants.sch.uk

Mrs Ovenden (Headteacher) m.ovenden@wherwell.hants.sch.uk

Miss Gilbody (SENDCo & Deputy Head) p.gilbody@wherwell.hants.sch.uk

Mrs Hall (Admin Officer) adminoffice@wherwell.hants.sch.uk / d.hall@wherwell.hants.sch.uk

Mrs Young (Admin Assistant) adminoffice@wherwell.hants.sch.uk / l.young@wherwell.hants.sch.uk

How we use personal information

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
 - to monitor and report on pupil progress
 - to provide appropriate pastoral care
 - to assess the quality of our services and how well our school is doing
 - Statistical forecasting and planning
 - to comply with the law (including legal requirements to share data with the local authority and Department of Education)
 - to keep children safe (food allergies or emergency contact details)
 - to meet the statutory duties placed upon us by the Department for Education
 - To facilitate the administration of payments
 - To facilitate communication with parents
- The categories of personal information that we collect, hold and share include:
- Personal information (such as name, unique pupil number and address)
 - Characteristics (such as ethnicity, language and free school meal eligibility)
 - Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attend) and exclusions
 - Assessment information
 - Modes of travel
 - Relevant medical, special educational needs and behavioural information
 - Post 16 learning information
 - Safeguarding information (such as court orders and professional involvement)

Legal Basis for Processing

The General Data Protection Regulation allows us to collect and use pupil information with the consent of the data subject: where we are complying with a legal requirement; where processing is necessary to protect the vital interests of a data subject or another person; and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another. Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, **Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.**

Collecting personal information

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data in accordance with Hampshire County Council's retention schedule.

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Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- local authorities
- the Department for Education (DfE)
- Health Agencies (including School Nursing Service) where permissions has been gained.
- Children's Services
- External agencies eg. primary behaviour service (only where permission has been gained).

Why we share pupil information

We do not share personal information 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 our local authority (LA) and the Department for Education (DfE) under section 3 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-collectionand-censusesfor-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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/nationalpupildatabase-user-guide-and-supporting-information>.

The Department may share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-externaldata-shares>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information, or be given access to your child's educational record, contact Mrs Denise Hall, our Data Protection Officer, in the school office.

You also have the right, subject to some limitations 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
- a right to seek redress, either through the ICO or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> Contact If you would like to discuss anything in this privacy notice, please contact:

