

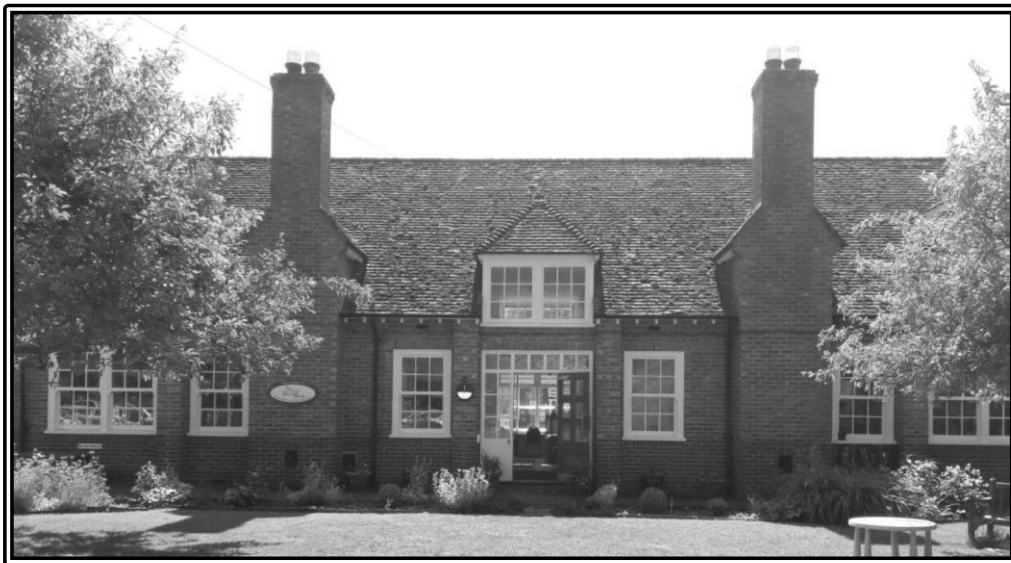


---

# WHERWELL PRIMARY SCHOOL

---

## Registration Documents



**CHILD'S SURNAME**.....

**FIRST NAME(S)**.....

**DATE OF BIRTH**.....

**Welcome to Wherwell Primary School.**

**We are so pleased you have chosen to join our community!**

**To help us care for your child whilst they are with us, we need you to complete ALL the forms in this booklet. There are a lot of them, sorry, but each of them serves an important purpose.**

**It is important that all the forms are completed accurately and that you sign wherever we have asked for a signature. If for any reason you do not give permission, simply put a line through the signature box.**

Included in this pack are the key forms and information that we need to enable us to register your child at the school, brief staff on their needs and care for your child appropriately. Please complete **ALL** sections with a black or blue pen and return to school by.....

## Contents

Child's details .....	2
Custody and court orders .....	2
Parent/Guardian details .....	2
Medical questionnaire.....	3
Medical and emergency contact information .....	4
Permission to administer Paracetamol and Anti-histamine.....	5
Armed forces parents .....	5
Ethnic background.....	6
First language.....	7
Usual mode of transportation to school .....	7
Collection arrangements.....	8
Using images of children consent form .....	9
Local trips and educational visits.....	10
Tasting food in school .....	10
Permission to share Email addresses .....	10
Home/school library agreement .....	11
Out-of-school care .....	12
Free School Milk.....	13
Email & text communications (Teachers2parents) .....	14
School Money .....	14
Tapestry .....	15
Permissions valid for time at school agreement.....	16
Privacy Notice .....	17

## Child's details

Address that child lives at:

Child's Previous school(s):

## Custody and Court Orders

The School needs to know of any Court Orders affecting your child. Please indicate whether any Order is in force for your child:

**YES / NO**

If so, please specify (eg residence, contact/access, prohibited steps, specific issues)

Please indicate which Court made the Order and the date:

## Parent/Guardian details

Name of Mother/Guardian	Name of Father/Guardian
Address (if differs from child's address)	Address (if differs from child's address)
Place of work	Place of Work
Daytime telephone number(s) Home: Work: Mobile:	Daytime telephone number(s) Home: Work: Mobile:
Other Children in the family	Other children in the family

## Medical questionnaire

### Family Doctor

Name:

Address:

Telephone Number:

### Other Services

Other services that have been recently involved with the child (eg Social Services; Educational Psychologist; Bilingual Support Service; Speech Therapist; Child & Family Guidance; Portage; Teacher Advisers; Assessment Unit etc)

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. Could you please complete the questionnaire below so that we are able to assess your child's health needs and make arrangements to support them if necessary. In order to ensure that any medical needs are appropriately met in school we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Does your child have a medical condition/ health concern?

YES ☐ NO ☐

If YES please give details

Does your child have a medical condition/health concern that needs to be managed during the school day?

YES ☐ NO ☐

If YES please give details

Does your child take medication during the school day?

YES ☐ NO ☐

If YES please give details

Does your child have a health care plan that should be followed in a medical emergency?

YES ☐ NO ☐

If YES please give details

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for the school to discuss this information with the School Nurse or other outside agencies as may be deemed necessary.

Print name.....

Signature.....

Date.....

## Medical and emergency contact information

If there is a medical or other emergency at school we will want to ensure that we can quickly reach you, or someone that your child knows well. We ask for 4 contacts for all children in our care. Please list those contacts below:

Contacts Name & Address		Number
<b>Mother/Primary Guardian:</b>	<b>Home</b>	
	<b>Work</b>	
	<b>Mobile</b>	
	<b>Relationship to pupil:</b>	<b>Email:</b>
<b>Father/Primary Guardian:</b>	<b>Home</b>	
	<b>Work</b>	
	<b>Mobile</b>	
	<b>Relationship to pupil:</b>	<b>Email:</b>
<b>3<sup>rd</sup> Emergency Contact:</b>	<b>Home</b>	
	<b>Work</b>	
	<b>Mobile</b>	
	<b>Relationship to pupil:</b>	<b>Email:</b>
<b>4<sup>th</sup> Emergency Contact:</b>	<b>Home</b>	
	<b>Work</b>	
	<b>Mobile</b>	
	<b>Relationship to pupil:</b>	<b>Email:</b>
<b>NOTES:</b>		

## Permission to administer Paracetamol and Anti-histamine

We keep a supply of each in School and occasionally it may be necessary to administer a dose of Calpol or Piriton to your child for headaches or insect stings etc. We would always contact you by telephone beforehand and would only administer the dose after mid-day in case a dose has been administered at home before School.

- ☐ I agree to a member of staff administering Paracetamol (Calpol) or Anti-histamine (Piriton) after contacting me by telephone.
- ☐ No member of staff may administer Paracetamol (Calpol) or Anti-histamine (Piriton) to my child.

**You may amend permission at any time, in writing.**

**I have completed the information above accurately and have read and understood all sections relating to Medical and Emergency care of my child whilst at school.**

**Signed.....**

**Print Name.....**

**Date.....**

## Armed forces parents

Armed Forces children attract extra funding to support them in school and it is therefore important that we are made aware if either of the child's parents are currently serving in the Armed Forces. If this is the case, please provide full details below:

## Ethnic background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

**Ethnic background is not the same as nationality or country of birth.**

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

**Please study and complete the list below. Tick one box only to indicate the ethnic background of the child named above.**

**Country of Birth** .....

**Nationality** .....

**White**

- ☐ British
- ☐ Irish
- ☐ Traveller of Irish Heritage
- ☐ Gypsy/Roma
- ☐ Any other White background

**Mixed**

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

**Asian or Asian British**

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

**Black or Black British**

- ☐ Caribbean
- ☐ African

**Any other Black background**

- ☐ Chinese
- ☐ Any other ethnic background

**Refused to Supply Information** ☐

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Children, Schools and Families (DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

## First language

We are required to collect this information for The Department for Children, Schools and Families (DCSF).

**The first language is the language to which a child was exposed during early development and continues to be exposed to in the home or in the community.**

My child's first language is:.....

Other languages spoken at home are:.....

Signed.....

Print name.....

Date.....

## Usual mode of transportation to school

The Department for Children, Schools and Families (DCSF) require us to collect pupil level information on the usual mode of travel to school. We have a requirement to collect and hold this information for each child in the school.

Please read the options in the table below and tick in the box to the right to specify which of the following modes of travel your child **usually** takes when travelling to school. Please select which mode is used for the longest part of the journey (by distance).

Please note that **only one option** from the list should be selected (the most frequent mode of transport)

Mode of Travel (as defined by the DCSF)	Please tick ONE option only
Walk (including journeys by non-motorised scooter, roller skates and skateboard)	
Cycle	
Car/Van	
Car Share (with a child/children from a different household)	
Public service bus	
Dedicated school bus (free bus)	
Bus (type not known)	
Taxi	
Train	
London Underground	
Metro/Tram/Light Rail	
Other	

All information you provide will be held confidentially and will not be published in a way that allows individual children to be identified. From time to time we are required to pass this information to external bodies such as the Local Authority and the DCSF to allow them to monitor what is happening in schools and to determine schools' funding.

## Collection arrangements

We are unable to release your child from school into the care of anyone but their parent/guardian without specific permission.

Sometimes collection arrangements change on a day-to-day basis and in this case please inform the school office either by telephone or by Email to [reporting@wherwell.hants.sch.uk](mailto:reporting@wherwell.hants.sch.uk) if someone else is collecting your child.

If someone is collecting your child on a regular basis please complete the form below. Alternatively if you are ALWAYS happy for a specific named individual to collect your child please add that to the form.

My child will be collected from school as follows:	
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>The following have permission to collect my child at any time:</b>          	

In the event your child needs to be collected by someone we wouldn't recognise we request that you provide them with your password/passphrase. Please do not use dates of birth or other easy to obtain information.

**Please state your family's chosen password here:**

.....

**I understand that it is important that I notify staff of any change in collection arrangements by emailing:**

[reporting@wherwell.hants.sch.uk](mailto:reporting@wherwell.hants.sch.uk)

**Signed.....**

**Print name.....**

**Date.....**

## Using images of children consent form

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

We like to use your child's picture in & around the school setting (displaying work etc.)	May we use your child's photograph for these internal purposes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Our Early Years (Reception) children have an online learning journal called Tapestry which is privately registered to the setting and has parent access for your child only	May we use your child's photograph to collect evidence towards their learning throughout the year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
We use images of children in our school prospectus and other printed publications. No names are used.	May we use your child's photograph in such publications?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
We use images of children on our website, including current events, trips, visiting guests, outside events and children's achievements.	May we use your child's photograph in this way on our website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
We sometimes record children's learning and school experiences on video for internal purposes.	May we record your child's image on video?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
We use photographs in our newsletters which are then emailed to parents and governors. They also appear on our website.	May we use your child's photograph in our school newsletter?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
We sometimes appear in local/national media*	Are you happy for your child to appear in the media?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	With First Name used?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	With Surname used?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.**

### Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school without first obtaining your express permission.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent may be withdrawn, in writing, at any time.

**\*Please note** that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

**I have read and understood the conditions of use and give my consent for my child's image/s to be used only as described above.**

**Signed**.....

**Print name**.....

**Date**.....

## Local trips and educational visits

We are lucky to be situated in a beautiful part of Hampshire and we occasionally make use of the locality to enhance learning and experience. All such trips are undertaken only after completion of a thorough risk assessment and with the proper adult supervision.

We will notify you of any trip ahead of time.

**I consent to my child making local trips to the village and immediate surroundings**

Signed.....

Print name.....

Date.....

## Tasting food in school

From time to time children will be tasting different types of food in the classroom e.g. whilst cooking, studying different countries etc. We will always check food for known allergens and cross reference this with information held on individual children with food/substance allergies.

**I consent to my child tasting foods in school as part of their learning**

Signed.....

Print name.....

Date.....

## Permission to share Email addresses

We are often asked to share a list of parents' Email addresses with other parents at the school. This makes life easier for you when trying to arrange parties, play dates, cake sales, PTA functions etc. This list is strictly for parents/carers of other children at the school and we undertake not to share this list with any outside organisations. We expect the same undertaking from parents who receive the list. If we do not receive permission to include your Email address on such a list it will not be included and you will not receive a list of other parents' contact details.

**I give permission for my Email address to be shared with other parents/guardians of children at the school.**

**I will not share any lists of Email addresses I receive with anyone outside of Wherwell Primary School.**

**My preferred Email address is:.....**

Signed.....

Print name.....

Date.....

## Home/school library agreement

As your child begins their time at Wherwell School, we hope that they will find our school library a fun and stimulating place. All the books are catalogued and this is stored on our library management software (Libresoft).

Your children will be using the library at least once a week - lots of school books will be travelling to and from home every week. To ensure that everything runs smoothly and that stock is maintained, we ask for your agreement to the terms of use.

Please complete the parent and child library agreement slip below.

**Child** – I agree to look after the books that I borrow from the school library, to keep them safe when travelling to and from school and to look after them at home (Please write your name, first letter of your name, or draw a picture of yourself!)

**Parent** – I am looking forward to sharing the library books that my child brings back from the library and understand that I may be asked to pay for replacements if books we borrow are lost or damaged.

**Signed**.....

**Print name**.....

**Date**.....

## Out-of-school care

### **Early Birds Breakfast Club**

Early Birds, our breakfast club, meets every morning – Monday to Friday – in the Woodpecker room from 8am. Children are offered a breakfast and drink on arrival.

#### **Charges**

Early Birds costs £5 per session to include breakfast.

### **Woodpeckers After-School Club**

Woodpeckers After-School Club offers childcare from 3 – 6pm, Monday to Thursday, throughout the school term.

#### **Facilities**

The club meets in the 'Woodpecker room' adjacent to Sparrowhawks classroom and the library. From here the children have direct access both to the library and to the orchard at the front of the school which is secured for outdoor play.

Children are encouraged to bring a healthy snack/packed tea if staying past 5pm.

#### **Activities**

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

#### **Charges**

Woodpeckers is charged as follows:

- 3.05 – 4pm - £5
- 3.05 – 5pm - £10
- 3.05 – 6pm - £15

#### **Bookings**

Bookings should be made online via the School Money System. Full details will be provided once you join us. In the meantime you can make bookings by Email to [adminoffice@wherwell.hants.sch.uk](mailto:adminoffice@wherwell.hants.sch.uk). Bookings can be made for the whole academic year, term by term or week by week. We can also accept bookings on an ad-hoc basis if there are spaces available on the day. We are able to accept Childcare vouchers in payment for these services.

#### **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;
- any sessions cancelled with less than one week's notice may be charged at the full price.

## 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. 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.

If you would prefer us **not** to register your child for free school milk please complete the box below.

**I DO NOT** want the school to register my child for free school milk

**Signed**.....

**Print name**.....

**Date**.....

## Email & Text Communications (Teachers2parents)

The School subscribes to EduSpot ([www.eduspot.co.uk](http://www.eduspot.co.uk)). We use this system to communicate with our parents via the Teachers2Parents module. Full details about how this system can be accessed and used are provided when you join us.

**Communications from school sent by Email should be sent to my Email address as follows:**

**EMAIL ADDRESS:**.....

*(Please print clearly!)*

**I would also like to receive a hard copy of letters from school**(Please tick only if absolutely necessary)

☐

**Communications from school sent by Text Message should be sent to my mobile telephone number as follows:**

**MOBILE NUMBER:**.....

**I understand that my details above will be shared with Eduspot's 'Teachers2Parents' module but that these details will be used only by Wherwell School, and only to communicate with me.**

Signed.....

Print name.....

Date.....

## School Money

The school subscribes to EduSpot ([www.eduspot.co.uk](http://www.eduspot.co.uk)) The SchoolMoney module allows parents to book Dinners, Early Birds and Woodpecker sessions, and make on-line payments. This system will use the email address and mobile telephone number provided on the previous page under Email & Text Communications.

Full details about how this system can be accessed and used are provided when you join us.

**I understand that my details above will be shared with EduSpot's 'School Money' Module but that these details will be used only by Wherwell School, and only to communicate with me.**

Signed.....

Print name.....

Date.....

# Tapestry

**Log-in:**

**<https://eylj.org/login/>**

At Wherwell we create individual 'Learning Journeys' for your child through a piece of educational software called 'Tapestry'.

By logging on with a secure username and password you will be able to view some of your child's observations, photographs and even video from their time in Reception. You will receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's progress closely and you can reflect upon achievements with your child. You can add comments so that we, as a staff, find out about which activities your child really enjoys and about the learning they get up to at home.

Staff will reference your child's learning to the EYFS profile so you will know which are of learning your child is achieving in and the age-band they were working for that particular activity. At this stage in the year many children may have observations in the 30-50 month stage as well as the 40-60 month stage and this is entirely normal. Please note this is just one of the many forms of assessment we use. All of this information is stored on a highly secure server which is closely monitored.

E-safety is extremely important to us at Wherwell, therefore we ask you to provide us with the following information and to sign the agreement to show that you understand and will agree with our guidelines.

We are sure that you will love this way of viewing your child's achievements as much as we do!

**In order for us to set up an account for you, we require the following information:**

**Parent Name.....**

**Email address.....**

**Password: This will be set as your child's first name. You can then change this if you wish.**

**As a parent I will**

- **Not publish any of my child's observations, photographs or videos on any social media site**
- **Keep the log-in details within my trusted family**
- **Speak to a member of staff if I experience any difficulties accessing my child's learning journey**

**Signed.....**

**Print name.....**

**Date.....**

## Permissions valid for time at school agreement

**I understand that each of the forms I have signed in this booklet is valid for the time that my child attends Wherwell Primary School and that if I wish to change permissions or details I should do so in writing.**

Signed.....

Print name.....

Date.....

## How we use personal information

### Why do we collect and use personal information?

Information provided in this document will be collated and stored in our Management of Information System (MIS): Arbor. 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 for 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. We store data on our MIS system hosted by Arbor whose privacy notices can be found here: <https://arbor-education.com/about-us/data-protection-gdpr/>

## **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 permission 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-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 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:

Mrs Denise Hall in person at the school office

by telephone on (01264) 860384 or

by email at [d.hall@wherwell.hants.sch.uk](mailto:d.hall@wherwell.hants.sch.uk)

**That's it!**  
**You're all done.**

**We really appreciate the time you have taken to  
complete all these forms.**

**They play an important part in helping us to look after  
your children during their time with us.**

**Now please pass this booklet to the  
office or your class teacher.**

**Wherwell Primary School, Longparish Road, Wherwell, Andover,  
SP11 7JP**

Head Teacher:	Mandy Ovenden
Administration Officer:	Denise Hall
Telephone:	01264 860384
Email:	<a href="mailto:adminoffice@wherwell.hants.sch.uk">adminoffice@wherwell.hants.sch.uk</a>

**[www.wherwellprimary.co.uk](http://www.wherwellprimary.co.uk)**