



Avonwood Primary School

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AVONWOOD PRIMARY SCHOOL

WELCOME PACK

2020/2021





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WELCOME TO AVONWOOD

We are very pleased that your child has been offered a place at Avonwood Primary School.

In this welcome booklet, you will find the following information regarding your child starting school in September.

- Letter from Mr Jackson
- Letter from Miss Wyatt including your home / school link appointment – a chance to talk with your child’s class teacher about starting school
- Term dates and INSET days for the academic year 2020-2021
- A personal diary for the first transition weeks in school
- Finance information including on-line payments and school lunches and menu information
- Avonwood Primary School uniform list and information
- After-school clubs and provision information
- A message from the PTA
- Privacy notice information



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WELCOME FROM HEAD TEACHER

Dear Parents,

I would like to take this opportunity to warmly welcome you to Avonwood Primary School. I appreciate that deciding the right school for your child is an exceptionally important decision and I'm therefore very proud that <NAME> will be joining us at Avonwood.

Our transition arrangements this year are a little different due to the Coronavirus situation. Normally I would be inviting you to join us for an information evening where I introduce you to the EYFS team for September. Sadly we are currently unable to host visitors so **the welcome event planned for 24th June is cancelled**. However, the majority of children starting are siblings and the information covered would have been a repeat for many parents. We will therefore cancel this event but Miss Wyatt and I will personally call those new families to run through arrangements and any questions you may have. If any sibling parents have questions then please do not hesitate to get in touch too. To offer greater support and guidance we have created a new website hub where all transition resources can be found:

www.avonwoodprimaryschool.org.uk/transition

You are also able to email our year team with any questions or queries using the address:

transition@avonwoodprimaryschool.org.uk

Over the coming weeks we will add additional resources to this hub including welcome videos from your class teachers.

I would like to take the opportunity to reassure parents about September too. As I write this letter, we have EYFS and Year 1 children back in school. Our stunning school building includes toilets for every class, ample outdoor learning space and bright and airy classrooms. Whilst I do not know what the Government expectations will be for September, I know that Avonwood is particularly well set up to make this work. Whilst guidance is still unclear I think it is very likely that EYFS children will be starting school as per the plans outlined in this information pack.

Whilst I know there are many children that are ready to start at school, I also appreciate that for some children and parents it can be a worrying time. We have invested much time developing a phased start to life at Avonwood that we know works well. Activities such as teddy bear clubs combined with our staggered start in September should hopefully lead to a successful start to school life. It is our aim to have all children settled and in full time education by October half term at the very latest.

Our PTA team at Avonwood are simply brilliant so I would very much encourage any parents with time to spare or specialist skills to join this group. At a time when funding for schools across the nation is challenging, to have a PTA group that are dedicated to raising important additional funds is amazing. They are also a wonderful social group and play a big part in helping this school enjoy such a wonderful community spirit.



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If you ever have concerns regarding any aspect of life at Avonwood then please do not hesitate to contact us. Your new class teacher and teaching assistant will greet <NAME> on the door daily. You will also find myself and my senior leadership team on the school gates morning and afternoon ready to resolve any queries. I always advocate resolving problems at the earliest possible opportunity so please do speak to us rather than let something continue to cause concern.

I have planned the Autumn term assuming a level of normality is in place by September. However, I am conscious that Government guidance between now and the start date in September could change. I appreciate this makes planning for starting school particularly tricky for all involved. Should plans need to change I will make sure we communicate with you in a timely and clear manner. Your understanding in these challenging times is much appreciated.

Lastly, in terms of preparations for infant school, please support us by helping make sure your child can independently change clothes, put shoes on and use the toilet by themselves. We ask parents to do their utmost to avoid sending children to school wearing nappies unless there is a medical need. It is also beneficial to the child's progress to practice name writing and counting to 10 over the summer. If you have any concerns about any of this please do get in touch.

We pride ourselves on being an exceptionally inclusive and friendly school so I therefore warmly welcome you to the Avonwood family!

Kind regards,

Chris Jackson

Headteacher

(Follow us on Twitter... @AvonwoodHead)



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WELCOME FROM EARLY YEARS LEADER

Dear ****NAME****

I am really looking forward to you starting school. I would like to invite you to come for an introductory session in a small group on ****DATE** from 9.00am to 11.30am**. Your class teacher would like to meet with you and your parent(s) on ****DATE** at **TIME****.

Starting Monday 14th September, you will come to school with the rest of your class for the following sessions:

Doors open at 8.50am – registration starts at 9.00am

Monday 14th September: Whole class 8.50am -12.00pm (no lunch)

Tuesday 15th September: Whole class 8.50am – 12.00pm (no lunch)

Wednesday 16th September : Whole class 8.50am – 1.45pm (Lunch included)

Thursday 17th September: Whole class 8.50am – 1.45pm (Lunch included)

Friday 18th September: Whole class all day 8.50am – 3.15pm

From Wednesday 16th September, you will have your lunch at school with your new friends. On Friday 18th September, you will have your first full day in school!

When you arrive at school each morning, your grown up should take you straight to the playground outside your classroom. Your teacher and teaching assistant will meet you at the door to your classroom at **8.50am** where you will say 'goodbye' to your grown up and come into class by yourself. Your grown up will need to wait on this playground to pick you up at the end of each session.

I am looking forward to welcoming you to Avonwood Primary!

With Best Wishes From

Miss Wyatt
Early Years Leader



TERM DATES AND INSET DAYS

2020-2021 Academic Year		
Terms	From	To
Autumn 1	7 September 2020	22 October 2020
Autumn 2	2 November 2020	18 December 2020
Spring 1	5 January 2021	12 February 2021
Spring 2	22 February 2021	1 April 2021
Summer 1	20 April 2021	28 May 2021
Summer 2	8 June 2021	21 July 2021

INSET Days	
Terms	Dates
Autumn	2 September 2020 3 September 2020 4 September 2020 23 October 2020
Spring	4 January 2021 19 April 2021
Summer	7 June 2021 22 July 2021 23 July 2021
Please be aware that Inset dates may be subject to change.	



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SEPTEMBER 2020

Below is a breakdown of the sessions that your child will be attending in September. School uniform to be worn to all sessions please.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
31 st Summer Holidays	1 st Summer Holidays	2 nd INSET	3 rd INSET	4 th INSET
7 th Teddy Bear Club 1:30-3:00pm	8 th	9 th Small group of 10 children for morning session 9.00am to 11.30am	10 th Small group of 10 children for morning session 9.00am to 11.30am	11 th Small group of 10 children for morning session 9.00am to 11.30am
14 th In for morning session (Whole Class – no lunch) 8.50am to 12 noon	15 th In for morning session (Whole Class – no lunch) 8.50am to 12 noon	16 th In for morning session (Whole Class – Lunch Included) 8.50am to 1.45pm	17 th In for morning session (Whole Class – Lunch Included) 8.50am to 1.45pm	18 th In for whole day (Whole Class – Lunch Included) 8.50am to 3.15pm
21 st In school full time 8.50am – 3.15pm from now onwards				



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SCHOOL PAYMENTS AND LUNCHES AT AVONWOOD

Parent Payment Portal

At Avonwood Primary School we use an online parent payment portal to enable you to pay for any trips and events that take place during the course of the year. You can access this portal through the school website and will be sent a separate letter with an access code to enable you to register. We also use this portal for you to book lunch options for your children.

For more information or help, please email finance@avonbournetrust.org

Booking Lunches

You will be provided with a lunch menu card showing the options for the Autumn Term 2020 and bookings for school lunches will be open by the end of July for the whole of the Autumn Term. You can book up for the entire term or can book weekly or monthly if you prefer, but you must ensure that you book lunches at least 48 hours in advance, so that we can place orders with suppliers.

Please inform us of any allergies or medical conditions that your child may have in order to let the catering team know of these. If you need to contact the catering team regarding any aspect of our school lunch service, please email schooldinners.avonwood@avonbournetrust.org and a member of the team will come back to you as soon as possible.

If you do not order a lunch for your child on any given day then no lunch will be provided for them; we will assume that you will send in a packed lunch.



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Weekly Menu Plan SEPTEMBER TO DECEMBER 2020

WEEK 1	Week commencing :2nd SEPTEMBER,21st SEPTEMBER, 12thOCTOBER, 2nd NOVEMBER, 23rdNOVEMBER, 14th DECEMBER				
	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal M	Pork Sausages Mashed Potatoes Green Sliced Beans Sweetcorn Gravy	Mild Chicken Curry with 50/50 Rice and Salad	Roast Turkey Mini Roast Potatoes Yorkshire Pudding Broccoli Carrots Gravy	Lasagne (Beef Mince) with Garlic Bread and Salad	Fish Fingers with Chips, Baked Beans and Tomato Ketchup
Vegetarian V	Veggie Sausages Mashed Potatoes Green Sliced Beans Sweetcorn Gravy	Macaroni Cheese And Salad	Quorn Fillet Mini Roast Potatoes Yorkshire Pudding Broccoli Carrots Gravy	Vegetable Lasagne with Garlic Bread and Salad	Cheese And Onion Tartlet With Salad
Dessert	Ice-cream	Chocolate Chip Muffin	Smooth yogurt	Blue Berry Muffin	Ice- cream

WEEK 2	Week commencing : 7thSEPTEMBER, 28thSEPTEMBER,19thOCTOBER, 9thNOVEMBER, 30thNOVEMBER				
	Monday	Tuesday	Wednesday	Thursday	Friday
Main Course M	Chicken Burger In a bun With Herby potatoes And salad	Jacket Potato With Tuna Mayo And Salad	Roast Turkey Mini Roast Potatoes Yorkshire Pudding Broccoli carrots	Beef Mince Bolognese with Garlic Bread	Fish Fingers with Chips, Baked Beans and Tomato Ketchup
Vegetarian V	Veggie Sausage Hot-dog With Herby Potatoes And salad	Jacket Potato With Cheese Baked Beans And Salad	Quorn Fillet Mini Roast Potatoes Yorkshire Pudding Broccoli Carrots Gravy	Vegetarian Bolognese With Garlic Bread	Quorn Dipper With Chips, Baked Beans and Tomato Ketchup
Dessert	Ice-cream	Chocolate Chip Muffin	Smooth yogurt	Blue Berry Muffin	Ice-cream

WEEK 3	Week commencing : 14thSEPTEMBER, 5thOCTOBER, 16th NOVEMBER, 7thDECEMBER				
	Monday	Tuesday	Wednesday	Thursday	Friday
Main Course M	Beef Burger In a bun With Diced potatoes And salad	Chicken And Tomato Pasta Bake And Salad	Roast Turkey Mini Roast Potatoes Yorkshire Pudding Broccoli Carrots Gravy	Beef Meatballs In tomato Sauce With pasta And garlic bread	Fish Fingers With chips Baked Beans and Tomato Ketchup
Vegetarian V	Veggie Burger In a bun With Diced potatoes And salad	Cheese and Tomato Bake And Salad	Quorn Fillet Mini Roast Potatoes Yorkshire Pudding Broccoli, Carrots gravy	Quorn meatballs In tomato sauce With pasta And garlic bread	Veggie nuggets With chips Baked Beans and Tomato Ketchup
Dessert	Ice-cream	Chocolate Chip Muffin	Smooth yogurt	Blue Berry Muffin	Ice-cream

All our meals are *Home-made* using *Fresh ingredients* whenever possible.

Our menus are nut-free (excluding coconut). We cannot guarantee against airborne traces, please contact us for more information.

In order to cater for gluten and dairy allergies, we will source allergy-free ingredients where possible and will provide alternatives where necessary. **Other than for medical or religious reasons, we always serve up the full meal regardless of individual preferences.** This is done so as to encourage children to try new foods and broaden their tastes.

Our *50/50 Rice* is made up of a mixture of *Wholemeal and White* rice.

Our *Salads* normally comprise *Lettuce, Cucumber and Tomatoes*. Alternative ingredients such as Carrots and Sweetcorn may be added/substituted from time to time.

Our *Gravy* is gluten-free and suitable for vegetarians.

Those parents who prefer their children to have a cold meal at lunch-time are free to send in a packed lunch.

We occasionally offer suitable alternative Fruit, Vegetable or other products in order to ensure the quality of the meal or for themed days and events, etc

Infant meals cost £2.30 per day which is currently paid for by the Government through the Universal Infant Free School Meal Scheme. Junior meals from Year 3 onwards are chargeable at £2.40 per day which includes a choice of main course and a dessert.



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Choosing your meal

1. Log on via the parent payment portal (if you do not have an access code contact finance@avonbourneacademy.org.uk they will provide one)
2. Choose the meals for the days and weeks you want to order, selecting M (Main Meal) or V (Vegetarian Meal). **If your child has specific allergies you must notify these to the school separately** and you should select the most suitable meal for your child. Allergy-free ingredients will be sought where possible or chef will provide an allergy-free alternative
3. Pay with your order (infant meals currently paid for by the Government) - you can top up your lunch account online at any time
4. You must **select and pay for your meals at least 48 hours in advance** of when it is required. Thereafter no changes can be made as orders are then placed with suppliers
5. **If you do not order a meal for your child by the deadline we will assume that they will bring their own packed lunch and will not provide a school dinner for them.**

Free School Meals

If you receive benefits or tax credits you may be entitled to claim Free School Meals. Please contact the school for full details and an application form.



email: schooldinners.avonwood@avonbourneacademy.org.uk

Tel: 01202 309841 ext 227



AVONWOOD UNIFORM AND EQUIPMENT

Avonwood has a school uniform which Governors strongly request compliance with. The below grid should assist you in ensuring that you have everything prepared:

	ITEM	WHERE TO PURCHASE
GIRLS	Navy tunic, skirt or school trousers	Anywhere
	School Jumper / Cardigan with logo	Stevensons
	Sensible black school shoes (low heels) Velcro unless child can tie laces independently.	Anywhere
	Navy Blue Gingham Dress, Playsuit, Shorts or Skirt (Summer Term)	Anywhere
BOYS	Navy school trousers or Navy short trousers (Summer Term)	Anywhere
	School Jumper or cardigan with logo	Stevensons
	Sensible black school shoes Velcro unless child can tie laces independently.	Anywhere
GIRLS & BOYS	White polo shirt	Anywhere
	Black, white, grey, navy socks/ tights	Anywhere
	Navy Cap	Stevensons
	Bookbag (EYFS to Year 2)	Stevensons
	Junior School Rucksack (Years 3 to 6)	Stevensons
	Waterproof Coat	Anywhere
	Wellington boots or waterproof footwear (to be kept in school)	Anywhere
PE: GIRLS & BOYS	White T shirt	Anywhere
	Navy shorts / skort	Anywhere
	Navy jogging bottoms (for winter)	Anywhere
	Navy zip up jumper / hoodie (for winter)	Anywhere
	White or black plimsolls	Anywhere
	Outdoor sports trainers	Anywhere
	Named bag	Anywhere

Please ensure that all items of clothing are clearly named and that your child can recognise their own PE bag / clothes.



GENERAL UNIFORM INFORMATION

Jewellery

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are one pair of plain stud earrings (one in each lobe) and a small watch. **These need removing for PE.**

Haircuts and General Appearance

The school does not permit children to have haircuts that could serve as a distraction to other children. Hair should be of a natural colour. Long hair should be tied up and ribbons, bobbles, hair bands and slides should be minimal in size, simple in style and in a neutral colour. Short hair should be no shorter than "grade 2" and should not have markings shaved into it (e.g. tram-lines). Parents should also be aware that hair braids with beads, temporary tattoos, nail varnish or any other form of make-up are not permitted.

Footwear

Children should wear black school shoes to school (not trainers). These shoes should be sensible, appropriate, professional and formal leather style shoe in black. We believe that it is dangerous for children to wear shoes with platform soles, open toed sandals, or high heels in school and we do not allow this. Black boots are only acceptable in winter months, where they are both practical and necessary. Our school promotes the use of practical shoes that are well maintained, reflecting our commitment to smart appearance and pride in school identity.

Extreme Weather

Children should dress appropriately for extreme weather conditions. In the summer, it is vital that children wear our school branded protective sun hat or cap. Sun cream should be applied to children before they arrive at school on hot summer days. Boots and sufficiently warm waterproof coats should be provided in extremely wet or snowy weather.

Outdoor Play

As outdoor play is a vital part of the Early Years curriculum, the children in Early Years Foundation Stage should have appropriate clothes for all conditions. Although we have shelters, it is important to provide an appropriate rain coat for wet and cold days. Waterproof trousers, hats, gloves and wellington boots are items that we recommend could be provided for the children. We also expect the children to have a sensible navy unbranded track suit to wear during PE lessons or after school sport clubs in the winter.

Should a child come into school with inappropriate uniform then they may be discretely asked to remove it. Any items will then be passed on to parents at the end of the school day. In case of any dispute the Headteacher's decision is final



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AFTER-SCHOOL CLUBS AND PROVISION AT AVONWOOD

Energy Kidz Breakfast and After-School Club

Energy Kidz is a wraparound club, including holiday times, and is an Ofsted registered club offering fun and affordable childcare delivered in a safe and supervised environment. Their qualified staff are DBS checked to an enhanced level, first aid qualified and are experienced in and passionate about the activities they offer.

Breakfast Club runs every day from 7:30am until school starts and is located in the large school hall, with the outdoor space being the playground area. Drop off for the Breakfast Club will take place via the side door of the hall.

After School Club is located in the secondary school canteen, with outdoor spaces nearby. Parents will be able to pick up from the secondary school car park.

Breakfast and afterschool snacks are provided, details of which can be found on the Energy Kidz website: www.energy-kidz.co.uk

In order to book you will need to create an online account where you will need to give a few details about yourself and enter a password that you wish to use for your online account. Once you have submitted this you will receive an email which will enable you to register your child(ren)'s details and make a booking. The system is very flexible and (subject to availability) you can book for individual sessions or for the whole of the School Year.

To create an account and book, please visit: <https://bookings.energy-kidz.co.uk/Identity/Account/Login>

For further details including timings and pricing can be found at: <https://www.energy-kidz.co.uk/breakfast-and-after-school-clubs/>



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School Clubs

Here at Avonwood we pride ourselves with the children being healthy and active. It gives us great pleasure to be able to offer the following independently run after school sports clubs.

These clubs are run by external organisations that hire space at Avonwood to deliver their sessions. All of these clubs are required to meet our expectations in areas such as safeguarding, health & safety and first aid.

If your child has a pre-existing medical condition (e.g. asthma, epilepsy, diabetes or an allergy) then parents must liaise with the club manager regarding this. It is parents' responsibility to make the club manager aware of any medical conditions. It is the club's responsibility to provide first aid care for any children attending these privately run sessions. Whilst the school will still be accessible, Avonwood Primary School are unable to provide appropriately trained first aid staff during the times of the club. The first point of response will always be those running the session. It is therefore vital the club manager is briefed on any medical conditions so that trained club staff are always ready to assist.

To book a space at one of these clubs or for further information, please see our website.



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PTA WELCOME

The PTA (Parent Teachers Association) would like to welcome you to Avonwood Primary school, we love the school and hope you will too.

The PTA are a small friendly group of parents, who organise various fundraising and fun things for the children and parents at Avonwood Primary School to raise money to pass on to the school for various resources, equipment and the odd treat for the children.

We hold a meeting every 6 weeks or so, where we organise the latest events for the children and parents at the school, we discuss where the raised PTA money should be spent, as well as new ideas and thoughts from the group. We have recently brought the children benches, tables for outside, outside games and wet play games. We made an allotment area for the children at the school to use with their teachers and purchased tools, plants and seeds, plus some lovely wildlife spotting things. We are currently working towards outside play equipment.

We would love to see you at our meetings, so feel free to come along, you don't have to commit to every meeting, we all know how busy life can get.

We will post regular updates of when our next meetings will be through our PTA newsletters that come home with the children, via Facebook and on our PTA notice board. We will send out regular letters in your child's book bags so keep a look out for these.

Some of the events we organise over the year are Cakey Fridays, Christmas, Easter and Summer fairs, if you can support the events by attending with your children, help out at any of these events or have any ideas at all please do come along to a meeting or get in touch with one of the PTA members.

We look forward to meeting you soon!



PRIVACY NOTICE

Privacy Notice - Student

We collect and hold personal information relating to our students and may also receive information about them from their previous school. The school uses and processes student information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

The categories of student 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 (such as internal tests, student progress information and examination results);
- Medical information (such as allergies, medication a student may require and medical incidents that have occurred inside or outside of school that may affect learning);
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs);
- Behavioural information (such as rewards, achievements, incident slips and exclusions);
- Post-16 information (such as destinations data, UCAS applications and grants).
- Some financial information (bank details) for bursary claimants.

We also process special categories of personal data that may include:

- physical or mental health needs;
- racial or ethnic origin;
- religious or other beliefs of a similar nature.

Why we collect and use this information

We use the student data:

- to support student learning;
- to monitor and report on student progress;
- to provide appropriate care and guidance;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- to make certain payments to eligible students.

The lawful basis on which we use this information



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We collect and use student information under Article 6 and Article 9 of the GDPR. This enables the Trust to process information such as assessments, Special Educational Needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements of the Trust to provide education for the individual.

Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

How do we collect your personal data?

Information may be collected in many different ways but predominantly as set out below:

Face to Face

If you attend our school we may collect your personal data.

Telephone calls

Recordings may be used as evidence of the call and for our staff training, monitoring for abusive and quality purposes.

Emails

If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum.

CCTV

We have installed CCTV systems on our premises for the purposes of public, student and staff safety and crime prevention and detection. Signs are displayed notifying you that CCTV is in operation.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

Images captured by CCTV will not be kept for longer than necessary.

Storing student data

We hold student data in line with our Data Retention Guidelines.

Who we share student information with

We routinely share student information with:



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- schools and other educational environments that the students attend after leaving us;
- our Local Authority (LA);
- the Department for Education (DfE);
- the Police and Law Enforcement;
- the School Nursing Team;
- our Careers Advisory Service;
- GL Assessment;
- Examination Boards;
- SIMS – Management Information System;
- SISRA Analytics.
- United Learning

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the 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 students 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 DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Students Aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services;
- careers advisers.

A parent or carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once he/she reaches the age 16.

Students Aged 16+



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We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers.

For more information about services for young people, please visit your local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about students 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 students to the DfE as part of statutory data collections such as the school 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 students 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 student 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>



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For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and students 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 the schools **Data Protection Officer (DPO)**.

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](#)

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher.