

Parish CE Primary School



EYFS & KS1

In Year Transition

Parent Information Pack

2023/2024

Acceptable Use Policy (AUP) for PARENTS



What is an AUP?

We ask all children, young people and adults involved in the life of Parish Church of England Primary School to sign an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your child has also signed an AUP which has been sent home.

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules should help us avoid it when possible, and be fair to everybody.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep your children safe.

We tell your children that they should not behave any differently when they are out of school or using their own device or home network. What we tell pupils about behaviour and respect applies to all members of the school community:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

Where can I find out more?

You can read Parish C.E Primary School's full Online Safety Policy [<http://www.parish.st-helens.sch.uk/page/policies/11392>] for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to Mrs Aspinall-Wood, our Safeguarding Manager.

What am I agreeing to?

- I understand that Parish C.E Primary School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
- I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet mobile technologies, which can sometimes be upsetting.



- I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.
- I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.

- I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form (*Note: consent for a child age 12+ may be sought directly from the child if the child has capacity and maturity to understand what they are agreeing to*).
- I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety (NB: the recent LGfL DigiSafe survey of 40,000 primary and secondary pupils found that 73% of pupils trust their parents on online safety, but only half talk about it with them more than once a year). Understanding human behaviour is more helpful than knowing how a particular app, site or game works.
- I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.
- I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
- I can find out more about online safety at C.E by reading the full Online Safety Policy here <http://www.parish.st-helens.sch.uk/page/policies/11392> and can talk to Mrs Aspinall-Wood if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

~~~~~



## **Parish CE Primary School** **Parent / Carer Privacy Notice**

### **Policy Statement**

We are Parish CE Primary School. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the school. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### **What information do we process in relation to you?**

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details, relationship, marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the school site
- your relationship to your child, including any Court Orders that may be in place
- NHS Test and Trace in line with Government Covid-19 procedures

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

### **Where do we get your personal data from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the school, and when you attend the school site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

### **Why do we use your personal data?**

We will process your personal data for the following reasons:



1. Where we are required by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding
- To the Government agencies including the police
- To obtain relevant funding for the school
- To provide or obtain additional services including advice and/or support for your family

2. Where the law otherwise allows us to process the personal data as part of our functions as a school, or we are carrying out a task in the public interest, including:

- To confirm your identity
- To communicate matters relating to the school to you
- To safeguard you, our pupils and other individuals
- To enable payments to be made by you to the school
- To ensure the safety of individuals on the school site
- To aid in the prevention and detection of crime on the school site

3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

**Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the school site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests or those of your child, and where it is not possible to seek your consent.

**Failure to provide this information**

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

**How long will we hold your personal data for?**



We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Records Management Policy.

### **Who will we share your personal data with?**

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes.
- The Department for Education and the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections.
- Contractors, such as payment processing providers to enable payments to be made by you to the school.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

### **Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Main Data Controller: Mrs Jennifer Young, Headteacher

Contact: [parish.sthelens@ldst.org.uk](mailto:parish.sthelens@ldst.org.uk)

Telephone: 01744 678430

Main Data Processor : Mrs Rachel Clare, School Business Manager

Contact: [parish.sthelens@ldst.org.uk](mailto:parish.sthelens@ldst.org.uk)

Telephone: 01744 678430

Data Protection Officer: Alison Tennant (on behalf of Liverpool Diocese)

Contact: [alison.tennant@liverpool.anglican.org](mailto:alison.tennant@liverpool.anglican.org)

Telephone: 0151 705 2190

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.



You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact Mrs Ryder, Head Teacher. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

### **Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Designated Data Protection Lead in the first instance. However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mrs Jennifer Young, Headteacher, [parish.school@ldst.org.uk](mailto:parish.school@ldst.org.uk), 01744 678430.

~~~~~



Parish CE Primary School

Pupil Privacy Notice

Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/carers and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Main Data Controller at the school. They can answer any questions you have about what the school does with your information. If you or your parents/carers want to speak to them, then you can do by contacting:

Main Data Controller: Mrs Jennifer Young (Headteacher)

Contact: parish.sthelens@ldst.org.uk

Telephone: 01744 678430

Data Protection Officer: Alison Tennant (on behalf of Liverpool Diocese)

Contact: alison.tennant@liverpool.anglican.org

Telephone: 0151 705 2190

Policy Statement

We are Parish CE Primary. During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and email contact details	• Date of Birth
--------	---------------------------------------	-----------------



<ul style="list-style-type: none"> • Address 	<ul style="list-style-type: none"> • Assessment information 	<ul style="list-style-type: none"> • Details of previous/future schools
<ul style="list-style-type: none"> • Unique pupil number 	<ul style="list-style-type: none"> • Behavioural information 	<ul style="list-style-type: none"> • Language(s)
<ul style="list-style-type: none"> • Nationality 	<ul style="list-style-type: none"> • Country of birth 	<ul style="list-style-type: none"> • Eligibility for free school meals
<ul style="list-style-type: none"> • Photographs 	<ul style="list-style-type: none"> • Attendance information 	<ul style="list-style-type: none"> • CCTV images

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

<ul style="list-style-type: none"> • Racial or ethnic origin 	<ul style="list-style-type: none"> • Religious beliefs 	<ul style="list-style-type: none"> • Special educational needs and disability information
<ul style="list-style-type: none"> • Medical / health information 	<ul style="list-style-type: none"> • Genetic and biometric data 	<ul style="list-style-type: none"> • Information relating to keeping you safe
<ul style="list-style-type: none"> • Sexual life 	<ul style="list-style-type: none"> • Sexual orientation 	<ul style="list-style-type: none"> • Dietary requirements

Where do we get this information from?

We get this information from:

- You
- Your parents/carers, and other children’s parents/carers
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.



Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or if necessary your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

Who will we share pupil information with?

We may be give information about you with:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and the Education Skills & Funding Agency as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- NHS Test and Trace in line with Government Covid-19 procedures

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps you information safe by restricting access to your information and securely storing your data. We also legally remove 'out of date' data in accordance with our policies.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact

Main Data Controller: Mrs Jennifer Young, Headteacher

Contact: parish.sthelens@ldst.org.uk



Telephone: 01744 678430

Main Data Processor: Mrs Rachel Clare, School Business Manager

Contact: parish.sthelens@ldst.org.uk

Telephone: 01744 678430

Data Protection Officer: Alison Tennant (on behalf of Liverpool Diocese)

Contact: alison.tennant@liverpool.anglican.org

Telephone: 0151 705 2190

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with any of the staff named above. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with any of the staff named above, or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

~~~~~



## Allergy Information

At Parish we strive to provide a safe learning environment for all pupils. Due to some of our pupils suffering with life threatening nut and shellfish allergies, we have been advised by the School Nurse to become an ALLERGY AWARE SCHOOL.

An allergic reaction (anaphylactic shock) can occur through ingestion of nut or shellfish products, cross contamination and breathing nut dust in the air.

Since this condition can be life threatening, we are asking all members of the school community for their help in minimising the risk to these children by:

- a) Avoiding giving children shellfish, nuts or nut products in their packed lunches
- b) Avoiding giving shellfish, nuts or nut products or snacks/bars containing nuts for break time snacks
- c) Avoiding supplying the school or PTFA with cakes or food items containing shellfish or nuts for birthday celebrations, sales or event
- d) Avoiding sending containers such as cereal boxes for DT, Art or cooking lessons into school which may have contained produce made with nuts or shellfish.

We do acknowledge that many foods are labelled as '*may have been produced in a factory handling nuts and cannot be guaranteed to be nut free*'. Such items **will** be allowed in school as it would be unreasonable to expect these to be kept out of school.

Please note where a member of staff notices a pupil eating a nut or shellfish product, the product will be removed politely, and the member of staff will explain why this must be done. A message will then be sent to the parent to explain what has happened, so they are fully informed and to remind them of us being an allergy aware school.

Due to the severity of the problem, it is important that all parents carry out the suggested measures and reduce the risk of allergic reaction to these children. I realise this is a significant change in school policy but it has been introduced on the recommendation of the 0 – 19 health team due to specific allergies of some pupils and has been adopted by Governors so that the school takes all reasonable steps to keep all of its pupils safe.

We thank you in advance for your co-operation and support regarding this matter. If you have any questions or concerns, please feel free to contact either myself at School or the School Nurse – Melissa Watson who can be contacted at the Moss Bank Children's Centre.



## **EYFS & KS1 School Uniform**

Please make every effort to ensure that your child is wearing the correct uniform. This comprises of the following;

### **Main Uniform**

- Black trousers, skirt or pinafore
- Grey jumper, tank top or cardigan with school logo
- White polo shirt (school logo optional)
- Black comfortable school style shoes (not trainers)
- Black or white socks; or black tights

### **Summer Uniform (Can be worn after the Easter holidays)**

- Black trousers, shorts, skirt, pinafore or green gingham dress
- Grey jumper, tank top or cardigan with school logo
- White polo shirt (school logo optional)
- Black comfortable school style shoes (not trainers)
- Black or white socks

### **PE Kits**

- Black tracksuit
- Black shorts
- White t-shirt – this can be polo or crew neck, with or without logo
- Black pumps or plain black trainers (preferably with a velcro fasten or pull-on style)

Please note that children should not wear any form of jewellery and hairstyles and accessories must conform with school policy (e.g. no earrings, no 'extremes' of hairstyles)

### **Available Stockists with school logo uniform are;**

**Jaymax Uniform Shop**  
91-93 Church Street  
St Helens

**Whittakers Schoolwear**  
38 Bridge Street  
St Helens

WA10 1AJ  
Telephone: 01744 752003  
<https://www.jaymaxuniforms.com/st-helens>

WA10 1NW  
Telephone: 01744 451 812  
[www.whittakersschoolwear.co.uk](http://www.whittakersschoolwear.co.uk)



Dear Parents,

Parish CE Primary School uses the online payment system **SchoolMoney** for all school payments. This means that you have the facility to make payments for school expenses, such as trips, online with your debit or credit card.

The payment system will benefit both us as a school and you as a parent. Not only will you be able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for. **SchoolMoney** will enable us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password within the next few days. This password will give you access to your **SchoolMoney** account where you can pay for any items we have requested from you.

To log into **SchoolMoney**, visit the website [www.eduspot.co.uk](http://www.eduspot.co.uk) and click on the sign in button in the top right hand corner. In the drop down, select the **SchoolMoney Parent Login** option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name.

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes.

We appreciate your cooperation in the early stages of rolling this system out to you.

