

# BOLSOVER INFANT AND NURSERY SCHOOL

## Information Pack for Parents to take home...

### National Fruit Scheme

Our school is eligible to receive fruit for each child in Nursery, Reception, Year 1 and Year 2 classes. There is no charge to parents for this fruit snack. Each child will be offered a piece (apple, pear, banana etc) daily, which will be eaten during the morning break.

We look forward to participating in this scheme and hope that the children will benefit from this healthy snack. Please complete the attached pro-forma to signal your permission for your child to receive the fruit.

### Jewellery Policy

Following recent guidelines issued by Derbyshire County Council the local education authority is requesting clarification from parents about wearing of jewellery including earrings at school.

On grounds of health and safety children are discouraged from wearing any jewellery e.g. rings, necklaces, earrings which may be a safety risk especially whilst involved in high-risk activities such as playing or P.E.

I understand and agree to the policy with regards to the non-wearing of jewellery during 'high risk' times at school.

The school reserves the right to ask any child to remove jewellery which may be deemed to be a safety risk or to withdraw the child from the activity if the removal of such jewellery is not possible by the children.

### Student training in school

At times throughout the school year we accommodate students on educational placements carrying out training such as teacher training, classroom assistant training and other child care training. In line with their college or university courses, students may have to document their observation and results. Students will not however, at any time be allowed to document any information, which would identify any specific child or situation, in accordance with the Children Data Protection Act.

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## Insurance

1. I understand that the organizer will not arrange personal accident insurance for my child for small local visits
2. Details of the County Council liability cover appear below.

## Public Liability / Third Party Insurance

The County Council may be liable for any injury, loss or damage, which is caused by it's own negligence or that of any of it's employee or approved voluntary helper in the course of their duties.

The County Council does NOT insure students against personal loss or injury, which is NOT caused by its own negligence or the neglect of its employees or voluntary helpers.

## Charges for School Activities.

In line with current legislation I have to advise you of the following regulations with regards to charging for school activities, which is in accordance with Derbyshire County Council Policy.

No blanket charge can be made for craft or baking. Parents however may be charged for materials used in class where the parents have indicated in advance that they wish to retain the finish product. A voluntary contribution would however be gratefully received for baking to enable us to provide resources for the next group of children.

Voluntary Contributions are requested from parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding. No pupils shall be excluded by reason of inability or unwillingness to make a voluntary contribution.

Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

A voluntary contribution is requested by the staff to help meet the costs of baking activities and snack money in the nursery. The amount requested will be adjusted annually in line with actual costs.

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## DATA PROTECTION ACT

### **Why do you need information about my child?**

Schools, Local Education Authorities (LEAs), the Department for Education and Skills (DfES), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on pupils in order to run the education system, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

### **Why do you record information about my child?**

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, and characteristics such as ethnic group, special educational needs and any relevant medical information.

### **Is information about my child used for anything else?**

From time to time schools are required to pass on some of this data to L.E.A.'s, the DfES and to agencies, such as QCA, Ofsted and LSC, which are prescribed by law.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

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**Ofsted** uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

The **Learning and Skills Council** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

The **Department for Education and Skills (DfES)** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DfES will feed back to L.E.A.'s and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school. The DfES will also provide Ofsted with pupil level data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administration burden on application for a course and to aid the preparation of learning plan.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to L.E.A.'s and learning institutions to support their day to day business. The DfES may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

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The DfES may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department Statistician.

What rights do my child or I as a parent/guardian have to access information stored on pupil Records?

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- The school at **Bolsover Infant and Nursery School**;
- The LEA's Data Protection Officer at Education Department, County Hall, Matlock, Derbyshire, DE4 3AG
- The QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT;
- The DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

In order to fulfill their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

## Internet Access

### Expectation of Pupils

The school has installed computers, which are connected to the Internet to help our learning. There will be times when your child will access the 'World Wide Web' and use 'Electronic Mail'

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- We will encourage children to use the computers only for work set by my teacher or for activities in 'Computer Club'
- We will ask them to look after the computers and to tell their teacher if anything goes wrong.
- We will ask them to not use the computer for anything else unless their teacher gives them permission first.

## Parents

The school has installed ICT equipment (computers which are connected to the Internet) to help with your child's learning. The Internet Service Provider used by this school provides a continually updated, filtered service to attempt to ensure only acceptable Internet sites are available.

Your child's teacher will only set ICT work which is related to the curriculum and which will benefit their learning.

In addition your child may make use of the ICT equipment but only with approval of a member of staff and only under supervision.

We encourage you to contact the school if you have any concerns regarding your child's use of our ICT provision.

## 1<sup>st</sup> day response Policy

The school operates a 1<sup>st</sup> day response system, which means that school will contact families on the 1<sup>st</sup> day of a child's absence to enquire about this, where no communication has been received from home. We ask parents to contact school with regards to illness and absence on the 1<sup>st</sup> day of absence.

The role of the Education Welfare Office is to monitor absence and lateness regularly in school. He will telephone, write or visit families in cases of concern over absence or lateness. **All the above will be discussed at the admission meeting.**

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## Special Educational Needs - Parental Agreement

For some children it may become apparent to his / her class teacher that their progress in certain areas is not as it would have been hoped in their education.

This could mean that they are having difficulty in any or some of the following areas;

- Reading, writing and spelling
- Numeracy
- Speech and communication delay
- Fine motor control problems e.g. handwriting, scissor control and coordination.
- Physical needs e.g. poor balance and co-ordination or physical disability.
- Hearing and visual difficulties.
- Behavioural difficulties.
- Emotional and social needs.

As a school we have a duty to comply with the new **Special Educational Needs Code of Practice**, which states that

*"The school will have regard to the Special Educational Needs Code of Practice when carrying out its duties towards all pupils with special educational needs and ensure that parents are notified of a decision by the school that SEN provision is being made for their child"*

It is therefore our responsibility to inform you as parents of our intention to place your child on the Special Needs Register.

Should we need to ask another professional, for example the educational psychologist, speech therapist, behaviour support unit etc for further advice we will notify you immediately and ask for your consent to contact these agencies.