



Excellence, Innovation, Respect

**Oakgrove Primary and Nursery**  
**Parent Information Booklet**  
**September 2020**  
**Foundation Pupils**

Please keep this booklet in a safe place for future reference.

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## **Your Child's Induction Program in the light of Covid-19**

Due to the current worldwide pandemic of Covid-19 we have had to change our induction program to ensure the safety of our current and new pupils, parents and staff. Up until at least September 2020, there will not be an opportunity for you and your child to come and visit the school, spend time in the Foundation area and meet staff. With this in mind, our aim, over the coming months, is to email you a number of video links that will not only show the Foundation setting in operation in normal circumstances, but also introduce you to the key staff members who will be working with your children in Foundation in September. These will include recordings of staff reading stories and we hope that you take the time to watch these videos and share them with your child.

Our current plan is for you and your child to be able to visit the Foundation setting and meet with their class teacher and teaching assistant during the first 2 weeks of September. Your induction letter will give details of the time and date of this meeting. Children will then start school on full time basis in small groups.

We need all parents to understand that there is a possibility that further developments in the Covid-19 pandemic may require us to change our current plans for your child's induction. We would like to assure you that any changes to the induction plans that we have to make will always be made with your child's best interest and safety at all times.

### **Introduction**

Before your child starts school with us in September, please ensure you have read the key information about the school that will ensure your child has a smooth transition and a positive start at Oakgrove School. This information includes:

- Key dates for your child's transition in to Oakgrove School
- How you can help ensure your child is ready for school
- School uniform requirements
- Oakgrove School - Home/School Agreement
- Oakgrove SIMS Parent App
- How we use photos and video in school
- How we communicate key information to parents
- Parents online payment system
- Library books
- Persons authorised to collect your child from school
- Free School Meal application process
- Universal Infant Free School Meals
- Oaks wrap around school childcare provision
- Oakgrove School Privacy Notice

If you have any questions at any point during your child's induction process, please do not hesitate to contact the school office on 01908 545300 (option 5 for primary) or email them on [primary@oakgrove.school](mailto:primary@oakgrove.school)

## Term and Holiday Dates 2020/2021

Term Dates		
<b>Autumn term</b>	Thursday 3 September 2020	Friday 23 October 2020
	Monday 4 November 2020	Friday 18 December 2020
<b>Spring term</b>	Monday 4 January 2021	Friday 12 February 2021
	Monday 22 February 2021	Friday 26 March 2021
<b>Summer term</b>	Monday 12 April 2021	Friday 28 May 2021
	Monday 7 June 2021	Friday 16 July 2021

### **Inset days – School Closed for Children**

Tuesday 1<sup>st</sup> September 2020  
 Wednesday 2<sup>nd</sup> September 2020  
 Friday 27<sup>th</sup> November 2020  
 Monday 19<sup>th</sup> July 2021  
 Tuesday 20<sup>th</sup> July 2021

### **Bank and Public Holidays 2020/2021**

Christmas Day	Friday 25 <sup>th</sup> December
Boxing Day	Saturday 26 <sup>th</sup> December
New Year's Day	Friday 1 <sup>st</sup> January
Good Friday	Friday 2 <sup>nd</sup> April
Easter Monday	Monday 5 <sup>th</sup> April
May Day Holiday	Monday 3 <sup>rd</sup> May
Spring Bank Holiday	Monday 31 <sup>st</sup> May

## Dates for your Diary – Subject to Government Covid-19 Guidelines

- **Thursday 21<sup>st</sup> May 2020**  
**Parents/Carers Information Video**  
Please take the time to watch the video from the link provided. If you have any questions please do not hesitate to email the school at [foundation2020@oakgrove.school](mailto:foundation2020@oakgrove.school)
- **Early July**  
Parents will be sent login details to the Oakgrove SIMS Parent App. Please ensure you follow the instructions and create an account on the app before Friday 24<sup>th</sup> July.
- **Tuesday 1<sup>st</sup> September – Check Oakgrove SIMS Parent App**  
The Oakgrove SIMS Parent App will be open for you to check your child's registration details are all correct. Please ensure you have checked and updated your information by Monday 7<sup>th</sup> September.
- **Thursday 3<sup>rd</sup> September 2020**  
Foundation induction meetings begin at school
- **Monday 7<sup>th</sup> September**  
Deadline for completing your child's registration via the Oakgrove SIMS Parent App
- **Thursday 10<sup>th</sup> September 2020**  
First intake group of Foundation children will start school
- **Friday 16<sup>th</sup> September 2020**  
All children joining Foundation will have started school by this day.

## **How You Can Help Your Child Be Ready For School**

Starting school is a big step for your child to take in their learning journey and there are a number of things that you can do with your child to help them have a positive transition in to full time education.

- **Let Us Know If Your Child Has Any Additional Learning Needs**

If you have any worries about your child's development or they are currently receiving support from educational specialist please contact us as soon as possible so that we can discuss their needs further with you, before they start school.

- **Talk About Starting School With Your Child**

Starting school should be a very exciting time. There are so many new adventures waiting for your child here at Oakgrove. When you talk to your child, be excited for them and let them know that you are excited too. Encourage them to also tell you if they are worried about anything to do with school, and let us know about these worries so that we can help reduce any fears they may have.

- **Toilet Training**

Your child should be toilet trained by the time they start school in September. Please take time over the summer months to work with your child to ensure that they can access the toilet independently where possible. We appreciate that this is not always possible for all children and if your child has any medical issues that could impact this we ask that you let us know about this so that we can start to work together with you on this.

- **Practice The Skills Of Using A Knife and Fork**

All children will have access to a free school lunch and many parents will take up the option of their child having a hot meal. In order for your child to be as independent as possible, it would be great if you could help them practise the skills needed to successfully use a knife and fork to cut their food with a knife and load their fork. Adults will always be on hand to help with this at lunchtime in school should help be required.

- **Help Your Child Become More Independent**

It is important that your child starts to learn how to be more independent so that they can complete tasks without the need of help from adults. Over the summer, try and encourage your child to take more responsibility for their belongings – simple tasks like asking them to help tidy up their toys and put some of their clothes away will help with this.

- **Encourage Them to Dress Independently**

During the school day children will be required to put their coats on and off a number of times as they move in between the indoor and outdoor learning areas. As the weeks pass, they will also begin to take their shoes and socks off for PE as we build up to them eventually changing into their PE kits. Please work with them over the summer to encourage them to dress and undress themselves without your help and to put their shoes and coats on independently.

## **Oakgrove SIMS Parent App**

The SIMS Parent app allows schools to easily communicate with parents and parents can easily manage and update key information about their child. The parent app enables you to access information about your son/daughter's school life from your smartphone, tablet or PC. Listed below is an example of what you are able to do when using the app:

- Update your contact details and other information so we always have the most up-to-date data in case of emergency
- See your child's attendance information
- See the school's contact details and key dates
- Access your child's school reports (once they are issued)
- Receive notifications to remind you about important information such as key dates for your diary

As part of your child's registration process you will need to log in to the SIMS Parent app and check that all the information we have on our system is correct. We will be sending you your login details for the SIMS Parent app in June and you will be able to log in and check the information online from Tuesday 1<sup>st</sup> September. Please ensure that you have done this by **Monday 7<sup>th</sup> September.**

## **School Communications via Email**

In order to help save the environment and reduce printing costs, we send the majority of our correspondence home by email. When your child joins Oakgrove School, parental consent will be sought for us to use this method of communication for you.

In order to make the system effective, we need to have an up-to-date email address for you. If your email address changes it is vital that you update the school with your new address. We are now able to send emails to more than one contact as long as each of the contacts has parental responsibility. Please ensure you provide us with up to date email addresses for both parents if this is the case.

Please check your junk mail box to ensure that any emails from the school do not end up in there. For those of you who do not have an email address on our system, we will send home a paper copy of school correspondence from the school office.

## **Attendance**

At Oakgrove School we want to work in partnership with all our parents to ensure that everything is done to make sure that all our pupils can achieve an outstanding level of attendance. We firmly believe that outstanding attendance is a key factor to the success of your child realising their true learning potential. From the moment that they arrive in school in the morning all children are engaged in learning activities and during an average school day, your child will spend over 5 hours learning in planned lessons. If they miss any of these lessons it can be harder for them to catch up, as following lessons often build upon what a child has learnt previously.

If your child's attendance at school begins to drop we will send you letters to make sure you are aware of the drop. We will contact you and invite you in for a meeting so that we can understand the issues and look at ways that we can work together to improve their attendance if there continues to be a problem

## **Punctuality**

As stated above, your child is learning from the moment they arrive at school. It is important that they arrive at school in plenty of time before the classroom doors close so that they do not miss any of the early work. Years 1-5 doors close at 8.40am, Foundation doors close at 8.50am and Nursery doors close at 9am.

## **Holidays in Term Time**

We would like to make parents aware of the Government legislation regarding taking holidays during term time which states that **schools are not able to authorise absence for family holidays**. Unless there are exceptional circumstances which will require evidence all holiday leave is unauthorised. If you are planning on taking your child out of school for a holiday you must complete a Leave of Absence Request form and return it to the school office at least 3 weeks before the date of your request, attaching any required evidence.

Following the Supreme Court ruling, Milton Keynes Council has updated its Term Time Holidays policy. From September 2017, Oakgrove School will refer parents/carers to the local authority for action (Fixed Penalty Fine) if children are taken out of school to go on holiday for **five** consecutive days or more during term time.

## **Leave of Absence - Exceptional Circumstance**

We do appreciate that there are other reasons why you may request a leave of absence for your child and therefore taking part in a sporting activity, family events (e.g. close family weddings/funerals, religious celebrations, graduations etc.) and compassionate reasons will be considered on an individual basis and may be authorised. **In all cases, we will need evidence of the event attached with the leave of absence request. If this is not provided the absence will be unauthorised.**

## **ParentPay - Online Payment System**

At Oakgrove Primary and Nursery we want to encourage all of our parents to sign up to our online payment system, ParentPay. Before your child starts at Oakgrove Primary and Nursery we will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

## **What does ParentPay do?**

- enables you to book and pay for school meals, wrap around care bookings, after school clubs, trips and other items such as learning resource offers (e.g. calculators);
- offers a highly secure payment site;
- gives you a history of all the payments you have made;
- allows to create a single account login across all your children that attend a ParentPay school;
- shows you all items available for payment relevant to each of your children;
- emails a receipt of your payment to the email address you register;
- offers you the ability to set automated email/SMS payment reminders.

## **How does ParentPay help you?**

- gives you the freedom to make payments to school whenever and wherever you like;

- stops you having to write cheques or search for cash to send to school;
- gives you peace of mind that your payment has been made safely and securely;
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear;
- payments for many of the larger trips can be made by instalments up to the due date;
- you never need miss a payment or have insufficient credit for school lunches with automated email/SMS alerts;
- ParentPay is quick and easy to use.

### **How does ParentPay help our school?**

- reduces the administrative time spent on banking procedures;
- keeps accurate records of payments made to every service for every student;
- payments do not bounce;
- reduces paper 'waste';
- allows for easy and quick refunds to be made back to the payment card;
- improves communication between the school and parents concerning payments;
- offers a more efficient payment collection process, reducing the amount of money held on school premises;
- helps us improve school-home communication with its integrated email/SMS messaging centre.

More information can be found on the ParentPay website at [www.parentpay.com](http://www.parentpay.com) or alternatively contact the school office.

### **Library Books**

In September your child will be bringing library books home each week. Before they do, we ask you to complete the acknowledgement of responsibility within your child's registration process.

If any school book is lost or damaged, a charge will be made to cover the cost of a replacement book.

The charge would be £5 for a paperback and £8 for a hardback book.  
We hope you will encourage your child to read and enjoy these books.

### **Collection of Children**

For reasons of safety, at the end of the school day we will only hand your child over to yourselves or another authorised person. Before your child starts school with us you will be asked to complete a form that details the persons authorised to collect your child from school.

A copy of this form will be held in each class to ensure that only authorised persons are taking your child home. Any other ad hoc changes to this will need to be communicated either via your **child's class teacher** or by a telephone call to the school office **before 2.30pm**. If we haven't received any notification and an unauthorised person arrives to pick up your child, we will not release your child until we have spoken directly to you.

### **Universal Infant Free School Meals (UIFSM)**

Children in Foundation, Year 1 and Year 2 will be able to claim a free school meal at lunchtime. Whilst we would encourage children to claim a free school meal, you may still send your child to school with a packed lunch if you prefer.

A free school meal will consist of a 2 course meal at lunchtime together with a drink (this may be water). Parents will be asked to make their child's school lunch bookings via their Parentpay account. All bookings must be placed by 9am on the Friday before your bookings are due to be taken, failure to do so will result in you needing to provide a packed lunch for your child.

### **Free School Meals and Pupil Premium**

In addition to the Universal Infant Free School Meals initiative, the Government operates a free school meal system to support children from lower income families. Pupil Premium is a funding scheme which allows schools to access additional funding linked to the number of children claiming free school meals (FSM). Please see the qualifying criteria below.

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

**It is, therefore, vital that parents who qualify for FSM apply even if they do not wish to take up the offer of a free school meal.**

### **Qualifying Criteria for Free School Meals**

You will qualify for FSM if you are in receipt of any of the following benefits:

- Income Support
- Employment & Support Allowance – Income related
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues & Customs) **Please note, anyone receiving Working Tax Credit, regardless of income, will NOT qualify for FSMs.**
- Working Tax Credit run-on - paid 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- National Asylum Seekers Support (NASS)
- Guaranteed Element of Pension Tax Credit

### **How to apply for Free School Meals**

You can register and find out if your child is eligible by visiting the Capita SIMS Free school Meal Online Application Form at the following address:

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

The system is quick and simple to use and can be accessed via a smartphone or hand held device. If you are unable to access the online system to check your child's eligibility please contact the school office for further assistance. **All applications for free school meals will be treated in the strictest confidence.**

The school will be notified directly if your child is eligible for Free School Meals.

To further support parents on low incomes, we would like to offer free school uniform items (2 polo shirts and 1 sweatshirt/cardigan) to all children who qualify for FSM (but not UIFSM). Please contact the school office for a uniform order request form.

### **Oaks Wrap-around School Childcare Provision**

At Oakgrove Primary we offer wrap around care in our Oaks Fun Club with **Early Oaks** running before school and **Late Oaks** running after school. The emphasis is on creating a vibrant and fun club, which the children look forward to and enjoy every day.

At Early Oaks Breakfast Club children can be dropped off anytime from 7.45am until 8.30am. The children are offered a nutritional breakfast followed by the chance to participate in fun, educational activities or catch up on any homework they have. The fee for each session is £5.

At Late Oaks, the children are taken directly from their classes to the club at the end of the school day. They are given an initial snack and drink before they are then free to take part in any of the numerous activities that are set up for them to engage in each day. The children all sit together for a light hot tea at 4pm. Parents have a choice of two payment sessions to book; for a parent collection up to 4.30pm the cost is £8, and for a parent collection up to 6pm the session cost is £10.

Bookings and payments for both clubs can be made directly from a pupils' ParentPay account. Childcare vouchers will be accepted – please contact the School Office with details of your Childcare Voucher provider and they will be able to give you the information you require to set this form of payment up.

Whilst we will seek to offer as much flexibility as possible, due to the need to plan for staffing ratio, we cannot guarantee places for people unless they are booked in advance. If you book a session but your child does not attend, you may be charged for the session.

**Please note: Our Oaks Care Club is currently suspended. We will open again as soon as Covid-19 allows us to.**



# Oakgrove School

## Uniform Policy

## **Part One: Oakgrove School – Primary and Nursery Phase (Nursery – Year 6)**

It is our aim at Oakgrove School to bring each individual to his/her full potential in a school atmosphere of harmony and shared community values. All children are expected to arrive for school smartly dressed in the correct uniform.

### Nursery Uniform

- Navy Blue sweatshirt with or without Oakgrove Primary School logo\*
- White polo shirt with or without Oakgrove Primary School logo\*
- Plain dark (black, grey or navy) comfortable bottoms – e.g. leggings, tracksuit bottoms

### Foundation through to Year 6

- White polo shirt with or without Oakgrove Primary School logo\*
- Grey tailored trousers / skirt
- Navy blue fleece with or without Oakgrove Primary School logo (optional)\*
- Plain black tights or white socks with skirts
- Plain black socks with trousers
- Sensible flat black shoes (no logos/branding, trainers, trainer type shoes, canvas shoes/pumps or similar allowed)
- Navy blue cardigan or sweatshirt with or without Oakgrove Primary School logo\*

### Summer Uniform

As above with the option of:

- Navy blue checked summer dress
- Grey school shorts

### Jewellery and Hair – Applicable to all year groups

- Jewellery and make-up is not permitted with the exception of a watch
- Children with pierced ears may wear one sleeper or stud in the lobe of each ear
- Items of religious jewellery must be discussed with the Deputy Head or Headteacher
- Hairstyles need to be appropriate for school. Extreme hairstyles are not permitted, these include:
  - Not too short, nor too long, a “number 2” is the minimum acceptable in terms of length;
  - Artwork on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted;
  - Hair should be one tone;
  - Hair bands and head scarves should be strictly functional and navy blue, light blue, black or white.

### PE KIT – Applicable to all year groups

- Navy blue shorts
- Round necked plain white T shirt
- Black plimsolls or suitable trainers
- A plain navy or black tracksuit may be worn during the winter months for outdoor sports
- Plain white /black socks
- No jewellery of any type may be worn in PE or Games.

### Uniform Supplier Details

Maisies is the named outfitters for Oakgrove School

Maisies Website: [www.maisies-superstore.co.uk](http://www.maisies-superstore.co.uk)

*\* Items marked with an asterisk must be purchased from Maisies.*

Additional Items (compulsory)

- Book bag with school logo (can be purchased from *Maisies*.)
- PE drawstring bag

Additional Items (optional)

- Water bottles

We appreciate parents' support in ensuring children arrive at school smartly dressed in their appropriate school uniform.

## **Home/School Agreement**

When your child joins Oakgrove School, you will be asked to confirm that you have read the Home School Agreement and understand what is expected of us and the aims of the school

### **Home/School Agreement**

At Oakgrove, we believe that to enable our students to gain the highest levels of success we must work together to achieve the following aims and responsibilities.

#### **The School**

Oakgrove School will aim to:

1. provide a safe, caring and supportive environment in which every student can achieve their full potential both academically and personally;
2. ensure the highest quality of teaching and learning;
3. provide an education based on high expectations and a balanced, stimulating and well-taught curriculum to meet the needs of individual students;
4. achieve high standards of work and behaviour supported by building good relationships and developing a sense of responsibility;
5. keep parents informed about progress and behaviour in school and other school related matters;
6. be welcoming to parents, listen to views and opinions and offer opportunities for parents to become involved in school life;
7. ensure that all students observe the school's required Attitudes for Learning, Anti-Bullying and other policies;
8. challenge students by offering them a range of activities both within and outside of the classroom.

## Home/School Agreement

### Parent/Carer

As a parent I agree to:

1. take an active interest in all aspects of my child's learning at Oakgrove;
2. encourage my child to achieve their best;
3. ensure that my child is supported with homework tasks;
4. support the school's action if my child does not comply with the school's required policies;
5. ensure that my child attends school regularly and is punctual;
6. attend appropriate meetings to discuss my child's welfare and progress;
7. join with the school in celebration of success;
8. not to book holidays in term time;
9. contact the school to discuss any circumstances that may affect my child's behaviour or attitude;
10. behave in an adult and professional manner during contact with staff.

## **The use of photographs and videos of your child at Oakgrove Primary**

When your child joins Oakgrove School, parental consent will be sought for photos and videos of your child to be taken and used in school. We will also seek additional consent for us to use these photos/video footage on the school website. Thereafter, these permissions will be sought and updated annually.

To help you decided if you are happy to give or decline consent we have detailed below the main ways that we would use photos and videos of children within the primary and nursery setting of Oakgrove School. Additional information is contained in our Photography Policy.

### **Learning Journey**

In the Early Years Foundation Stage children learn through play, exploration and practical activities which help them to make sense of their world. The Learning Journey documents your child's learning and development throughout their Foundation year at school and is made up of the information, observations and photographs that we gather for each child. At Oakgrove School the children's learning journey is documented on an online system called 2Build a Profile. Parents will receive regular updates from the school, showing you details of their learning observation, often linked with a photo. Sometimes, due to the nature of observations, there may be other children in the photos as well as your child.

### **Displays – Named Photos**

Photos will often be used in Foundation to chart the children's achievements, birthdays and behaviour as well as to identify coat pegs.

### **Displays – Unnamed Photos**

To illustrate some of the amazing work and exciting experiences that take place in school, teachers will often use unnamed photos in displays both in the Foundation setting and in other areas of the school.

### **Presentations – Unnamed photos**

Photos are a great way for us to illustrate to parents and prospective parents what happens in school and what children do during the school day. Photos of children may be used as part of a slideshow presentation at an information event at school.

### **Website – unnamed photos**

Our website is a valuable source of information to current and prospective parents. Photos of the children may be used to keep parents up to date with latest news articles and to show what life at Oakgrove actually looks like.

### **Oakgrove Primary Vlog and Newsletters – Unnamed photos and video footage**

At Oakgrove we are keen to show parents what actually happens at school. We have begun compiling a half termly video vlog that shows highlights from activities that children have taken part in across the whole school to form a 'living newsletter'. Feedback from parents regarding this has been very positive.

### **Oakgrove Primary Twitter Feed**

At Oakgrove Primary and Nursery we use our Twitter feed as another window for parents to see many of the great things that we are doing at school during the week. Where possible, we will use photos and short video clips of pupils in action.



# Oakgrove School

## **Photographs of Pupils Policy**

Kingsbridge Educational Trust

Approved by the Board of Directors, 1<sup>st</sup> October 2019

Kingsbridge Educational Trust (The Trust) is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The Trust will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child please indicate on the form provided by the school. If no preference is expressed then the school will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

### **Photographs for Internal Use**

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, as slides at an event for parents, or published on the school's social media platforms. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

### **Media Use**

- Unnamed photographs taken by the school will be used to promote positive events and announcements, which will be distributed to the media for publication.
- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the Media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

### **Family Photographs at School Events**

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

## Privacy Notice for Parents

This is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

### Who we are

Oakgrove School is part of the Academy Trust called Kingsbridge Educational Trust. The Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ

If you want to contact us about your personal information you can contact our Data Protection Officer [data.protection@KET.education](mailto:data.protection@KET.education). You can speak to him/her in school or you can leave a letter at reception or send one by post.

### How we use pupil information

Oakgrove School collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). We use this personal data to:

- support their learning
- monitor and report on their progress
- provide appropriate care for your child; and
- assess the quality of our services
- to comply with the law about sharing personal data

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where your child goes after you leave us and personal characteristics such as their ethnic group, any special educational needs your child may have as well as relevant medical information. We will also use photographs of your child. More details about this are in our photograph policy.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means

that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be if we are involved in activities which are not really part of our job as an Academy Trust / School but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

### **When we give your information to others**

Once our pupils reach the age of 13, the law requires us to pass on certain information to Milton Keynes Council or the provider of Youth Support Services who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent / guardian can request that **only** their child's name, address and date of birth be passed to the local authority support service for young people aged 13 to 19 by informing Business Director. This right is transferred to the child once he / she reaches age 16. For more information about services for young people, please go to our local authority website [www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact:

- Business Director at the school

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

### 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 [National pupil database: user guide and supporting information - GOV.UK](#).

The department may share information about our pupils 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 pupil 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>

For information about which organisations the department has provided pupil 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>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular when a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to (including but not exhaustive):

- Your new school if you move schools
- Disclosures connected with SEN support – e.g. non-LA professionals
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Milton Keynes Council Youth Faculty
- Music First - Focus on Sound

- Nutrition Program
- Blogger
- MyMaths
- Diagnostic Questions
- Times Table Rockstars
- Sumdog
- Integral
- Mathsbox
- MrCarterMaths
- Kerboodle
- Doodle
- Active Teach
- Know It All Ninja
- Code Academy
- Yacapaca
- Kaizena
- Quizlet
- Class Dojo
- 2Simple
- Pixl
- BusyThings
- Twinkl
- NetMedia (Parents' Evening)
- SIMS (Capita)
- Final Site (School Website)
- GCSE Pod
- Microsoft (O365)
- Google (GSuite)
- MyConcern
- PaperCut (NG and MF)
- Absence.io
- ParentPay
- SISRA
- Alps
- Sage
- Slack
- IRIS Connect

The information disclosed to these people / services may include sensitive personal information about your child. Usually this means information about their health and any special educational needs or disabilities which they have. We do this because these people need the information so that they can support your child.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time

it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your child's personal information to be passed to these people or services. Parental consent will be sought.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of the parents' lives abroad or if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

### **How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about your child will be in our pupil file. We usually keep these until your child's 25<sup>th</sup> birthday unless they move to another school in which case we send their file to your new school.

### **Your rights**

#### **You have these rights:**

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Combined Data Protection and Freedom of Information (FOI) Policy.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

### **General Data Protection Regulation (GDPR) Collection of Personal Data**

The Data Controller is Paul Bowen, Chief Financial Officer of Kingsbridge Educational Trust. Contact [gemma.kintas@ket.education](mailto:gemma.kintas@ket.education) or 01908 533710.

The Data Protection Officer's contact details are [nicola@schoolsdp0.com](mailto:nicola@schoolsdp0.com) or 01296 658502.

The purposes for collecting the information is to provide, education, training, welfare and educational support services. The Kingsbridge Educational Trust (KET) collects and uses certain types of personal information about pupils, parents and other individuals who come into contact with the Trust in order provide education and associated functions. The Trust may be required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation (GDPR) and other related legislation. Recipients of the information may include: education, training, careers and examining bodies; school staff / governors; parents and carers of pupils; healthcare professionals; social and welfare organisations; police forces; courts; current, past or prospective employers; voluntary or charitable organisations; business associates or professional advisers; suppliers and service providers; financial organisations; security organisations; press and the media.

The Trust is committed to complying with the data protection principles as laid down in the GDPR at all times. This means that personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose/those purposes and the Trust will regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy. The Trust's Data Protection and FOI Policy ensures the rights for access to information, rectification, erasure, to restrict or object to processing and data portability are in accordance with the GDPR. The Trusts' Data Protection and FOI Policy ensures the right to withdraw consent at any time, though that withdrawal does not render any processing carried out before the withdrawal unlawful. Data subjects have the right to complain to the Information Commissioner's Office (the "ICO").