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Website: <https://brynmill-primary-school1.j2bloggy.com>

Twitter: [brynmillschool](https://twitter.com/brynmillschool)

Dear Parent/Carer

Thank you for enquiring about a place at our school. If you would like to come and have a look around the school please contact the school office to arrange an appointment.

Please find enclosed with this booklet an Admission to School Application Form, please complete and return as soon as possible. Please send it directly to the Local Authorities Admissions Team via email to [A&Tsupport@swansea.gov.uk](mailto:A&Tsupport@swansea.gov.uk) or to the school, and we will forward it on your behalf.

**We will need to verify your child's date of birth, please bring an original birth certificate or passport with you when you come to the school.**

If you no longer require a place, please contact the school so that we can remove you from our waiting list.

Yours sincerely  
Kim Morgans  
School Administrator

## **ADMISSIONS**

We are always pleased to welcome a visit from parents who are considering a place for their child at this school. Preferred Placement requests will be granted where there are places available. The Local Authority (LA) is the admitting authority for all community schools in Swansea. Pupils will be admitted (in any year group) up to the planned admission limit which is 45. If there are more admission placement requests than places available, the following oversubscription criteria will apply:

1. Children who are in the care of the Local Authority (LAC)
2. Children who live within the school's defined catchment area.
3. Children who have a brother or sister attending the school at the date of their admission.
4. Children attending a designated feeder school but who live outside the catchment area.
5. Other children for whom a place has been requested for whom criteria 1 to 4 above do not apply.

In any of 2 to 5 above, where preferred placement requests exceed the places available priority will be given on the basis of distance between home and school (measured by the shortest available walking route), children living closest having the highest priority.

The LA will not provide transportation costs for children admitted as preferred placements or for those pupils who may be admitted as a result of a successful appeal.

Children attending the nursery class will not have an automatic right of admission to full time education in the reception class at the same school.

Parents will need to apply for a place in reception along with other parents at the appropriate time. If there are more admission placement requests than places available, the following oversubscription criteria will apply:

1. Children who are in the care of the Local Authority (LAC)
2. Children who live within the school's defined catchment area.
3. Children who have a brother or sister attending the school at the date of their admission.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply.

In any of 2 to 4 above, where preferred placement requests exceed the places available priority will be given on the basis of distance between home and school (measured by the shortest available walking route), children living closest having the highest priority.

There is a statutory limit of 30 for all Infant classes.

## Frequently Asked Questions

### Can I come and see the school?

We welcome prospective parents, please call the school office and ask for Mrs Kim Morgans, who will make a mutually convenient appointment to show you around.

### When can my child start school?

Nursery Children start school in the September after their third birthday.

Reception Children start school in the September after their fourth birthday.

For children who start after the beginning of the academic year, an admission date will be agreed with the School Administrator or Head Teacher.

### My child turns three after the beginning of the academic year, when can they start?

If we have spaces, we offer them to children who have turned three. If your child has an Autumn birthday, then depending on pupil numbers, they may be able to start sometime during the academic year, but there is no guarantee. Please do not assume you have a place until you are offered one.

### What is the daily timetable?

School starts at 8.50a.m. and finishes at 3.20p.m. each day.

We have two Nursery sessions, morning Nursery is from 8.50a.m. until 11.20a.m. and afternoon Nursery is 12.50p.m. to 3.20p.m.

Lunch time for Foundation Phase is from 12.00p.m. until 1.00p.m. and for Key Stage 2 is from 12.15p.m. until 1.15p.m.

### What is the current class structure?

Class Name	Teacher(s)	Year Groups	Also referred to as
LFP M	Miss Maliphant	Nursery & Reception	Lower Foundation Phase
LFP R	Mrs Roach	Nursery & Reception	Lower Foundation Phase
Y1/2H	Mrs Howard	Year 1 & Year 2	Upper Foundation Phase
Y1/2L	Mrs Lewis	Year 1 & Year 2	Upper Foundation Phase
Y1/2B	Mrs Breeze	Year 1 & Year 2	Upper Foundation Phase
Y3/4N	Mrs Nicholas	Year 3 & Year 4	KS2
Y3/4T	Mrs Timaeus	Year 3 & Year 4	KS2
Y4/5J	Mrs Jenkins	Year 4 & year 5	KS2
Y5/6D	Mr Davies	Year 5 & Year 6	KS2
Y5/6E	Mrs Evans	Year 5 & Year 6	KS2

### What happens at drop off and pick-up times?

Children should not arrive at school before 8.40a.m. and Foundation Phase children should have an accompanying adult with them until the bell goes at 8.50a.m. When school finishes at 3.20p.m. Foundation Phase children should be collected by a responsible adult. If there is to be a change to the normal collecting arrangements the school should be notified. Before and after school, children are your responsibility and parents should ensure that their children are safe and not, for example, swinging on the school gates.

### What happens if the weather is wet?

If it is raining, children from Y1 to Y6 will be let into the school hall from 8.40 am. Please use the entrance at the front of the school. Morning Nursery & Reception children can wait under the shelter at the back of the school.

### **What happens if my child is late?**

If you arrive at school after 8.50 a.m. please come to the school office. If you are before 9.00a.m. the office staff will just take your child's name, and whether they are having a packed lunch - *brechdanau* or school dinner—*cinio*. After 9.00am, please sign your child in on our system.

### **What should I do if my child is absent from school?**

If your child is absent from school you should notify the school on the day, either by telephoning or e-mailing by 9.30a.m. If you know your child is going to be absent for any reason please inform the school in advance. This is your responsibility and you should not send a message with another child.

### **What is First Response?**

The school operates a first response system, whereby parents are contacted by text if the school has not received a reason for a child's absence.

### **Is there a Walking Bus?**

The school has a Walking Bus that operates on Thursday and Friday mornings. The bus walks from the top of Hawthorne Avenue to the school. Please ask in the school office for details.

### **What happens at lunch time?**

Children can either bring packed lunch to school each day, or they can pay for school dinners. The dinners are cooked at the school and there is a choice each day, with a vegetarian option always available. The dinners currently cost £2.40 each day and parents are asked to pay in advance for the week's meals. The children are supervised by dinner ladies and when they have finished their meal they play in the playground.

### **Is there a uniform?**

We encourage the wearing of uniform, and many parents find that it solves the day to day problem of what the children should wear. The basic uniform consists of a navy blue sweatshirt and dark trousers, skirt or jogging pants, with a yellow or blue polo shirt. You can buy plain items from the local supermarkets. Sweatshirts and polo shirts with the Brynmill School logo can be bought from local school uniform suppliers (Nash Sports or J & S Products). Whatever the children wear, you must label it!. Young children often lose clothes and things can be difficult to find unless the child's name is on them.

### **What do children need for sports?**

Nursery & Reception children do not need to bring anything, they will just take their shoes and socks off.

Year 1 & 2 children will change for gym, they should bring a gym bag containing a pair of shorts or leggings, a T-shirt and a pair of gym shoes.

KS2 children will also change for gym, they should bring a gym bag containing a pair of shorts or leggings a T-shirt and a pair of Trainers.

Please label all items with your child's name. Gym bags are kept in school and brought home again at the end of the academic year.

### **What sports are on offer?**

In the Foundation Phase children do P.E. and ball skills as well as music and movement. A variety of seasonal sports are available in Key Stage 2.

### **What about snacks?**

We are part of the Healthy Schools Initiative, and run a fruit tuck shop for Children in Year 1 to Year 6. Children pay £1 per week (payable in advance) and have a piece of fresh fruit at break time.

## **Activity Fund**

We ask for voluntary contributions of £5 per child per term, which we use to pay for items such as cooking activities, food tasting, and ingredients for Playdough. We have also bought bigger items such as the sandpit and covering for Foundation Phase. We greatly appreciate these contributions.

## **Is there an after school club?**

An after school club is available from Monday to Friday between 3.30p.m. and 5.45p.m. The cost is approximately £8.50 per session. Please contact Playworks on 029 2086 4780 or for more information visit their website [www.playworks-childcare.co.uk](http://www.playworks-childcare.co.uk)

## **Is there a breakfast club?**

There is an Early Bird Club which runs from 8.00am to 8.10am. The cost is £1.00 per session. This is followed by our free breakfast club, which opens at 8.10a.m. Breakfast is served from 8.10am to 8.30am Children are then supervised until school starts. Please ask for a registration form at the school office.

## **What can be brought to school?**

Children are not encouraged to bring their own things to school. School cannot be responsible for any toys brought in and mobile phones are not permitted. We discourage children from bringing in the latest 'craze' such as football cards, as these can cause arguments. Playground toys e.g. balls, hoops and skipping ropes are provided by the school.

## **Do I need to provide anything?**

From Year 1 please provide your child with a pencil case containing a few writing pencils, colouring pencils, and a gluestick. From Year 3 please provide pens and a pink and green highlighter as well.

## **How am I kept informed?**

We update the news section of our website weekly, and our events section includes dates for your diary. We send some correspondence via email, and use text to inform parents if after school activities are cancelled or if the school needs to close in an emergency. The school uses Class Dojo to keep parents informed of activities, reminders etc.

## **What about homework?**

All children will be given a Learning Log Task to complete approximately once every half term. Children in Foundation Phase will be given a reading book to take home. Children in Key Stage 2 will be given maths homework.

## **When can I meet my child's teacher?**

Two parent's evenings are arranged in the course of the school year, one at the beginning of the autumn term and the other in the spring term. In the autumn we have Year Group Open Sessions where the class teachers give a presentation to parents on the curriculum and the terms' themes. In the spring term you can make an appointment to see your child's teacher and talk about how things are going in school. There is also an Open Afternoon at the end of the summer term, at which you can see your child's work. If you have anything you want to discuss with your child's teacher at any other time, then you should approach the teacher at the start or end of the school day, or message them on ClassDojo to arrange a convenient time to meet.

## **Will the children go on educational visits and have special visitors in school?**

We may decide to enrich the terms educational activities by either organising a trip or by having visitors come to the school. We try to keep the costs to a minimum, but we do feel that these extra events are a valuable part of the children's education, and ask parents for voluntary contributions. If we do not receive enough contributions to cover the cost of an event, then unfortunately we may have to cancel it.

### **What is the school approach to discipline?**

Children at Brynmill School are encouraged to be independent and self-controlled. The approach to discipline is one of emphasising the positive and also trying to develop a culture where 'It's ok to tell'. The school assembly time is often a focus for encouraging the children to think about how their actions affect others, and to focus on positive role models. Bad behaviour and name calling is never ignored and is always dealt with. A system of playground 'Chums' has been developed where older children are given responsibility to help the younger children in the playground, and to watch out for potential trouble brewing or to spot children who seem lonely and so on. This encourages a community spirit and helps to develop a family atmosphere.

### **Can parents help in school?**

The school is very happy for parents to help in the classroom. If you would like to help in some way, then you can let your child's teacher know or speak to Mrs Lewis who organises our parent helpers. We require a valid DBS check and the school office can help you apply for one. We also require two references.

### **The Friends of Brynmill Primary (FBP)**

We are very lucky to have an active support group in the school. Through events such as discos, fetes, quizzes and sponsored events the FBP raises funds and helps to create a warm community atmosphere in the school. Please join us at a meeting or an event and see what we have to offer.

### **Online Payments**

The school only accepts online payments for School Dinners using the sQuid App or Website. You will be given registration details when your child starts. You can also use it to pay for trips, activity fund, fruit, Early Bird club etc.

***Brynmill strives to be a friendly welcoming school community. If you have any questions, suggestions about how we could improve what we do, or would like further information about any of the items listed above, please drop in or call the school.***

## *Our motto is*

*Being different, belonging together, being the best we can be.*

*Bod yn wahanol, yn perthyn i'n gilydd, bod y gorau gallwn*

Dear Parent / Guardian of: ..... Class.....

## Here are the details for your child's online sQuid account

sQuid online payments is a new way to pay for everyday items at your child's school. If you already have a sQuid account, please see the section below that details how to add a child to your account.

### How to create your own online squid account

Go to the sQuid web page [squidcard.com/welcome](https://squidcard.com/welcome)

Select the '**Click here to create a sQuid account**' link

Enter your details, create a password, choose a security question and answer

Click the '**Register**' button to complete your registration

Confirm your registration by clicking the link in your activation email

Complete the required additional personal details

Add your sQuid registration number, security code and assign a display name

Your 16 digit sQuid registration number is: 63379910869.....

Your 3 digit security code is: .....

### Already have a sQuid account?

Simply add your child's sQuid registration number and security code to your account on the 'Users' page.

Once you have created and activated your account, you will be able to access and manage your sQuid account online at anytime to:

Top up your account from your bank account, credit or debit card

Check your account balance

View your transactions

Update your details

Add further users to your account

Please refer to the sQuid website for full Terms and Conditions.

### Moved from another Swansea School?

Each 16 digit sQuid registration number is linked to a specific school. Once you have received the sQuid registration details from us, simply add these details to your existing account:

Log in to your account

Go to 'Users' in the pink navigation bar

Click 'Add a user'

Enter your child's new 16 digit sQuid registration number, 3 digit CVV code and assign a new display name

Please also contact sQuid so that they can close the old account for you and arrange to transfer any remaining balance to your new sQuid account, or arrange a refund.

Yours sincerely

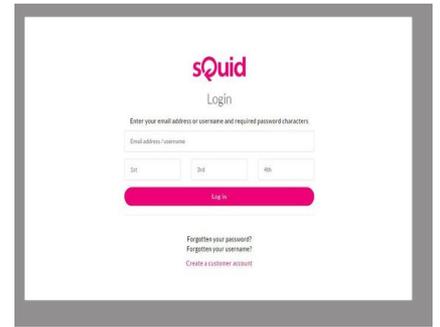
School Office.

## How to register a sQuid account

### Create an account and top up online

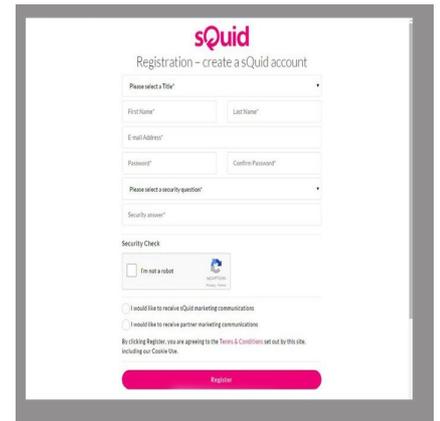
#### Getting started

Go to [portal.squidcard.com](http://portal.squidcard.com) and click the **'Create a customer account'** link. You will then be directed through to the sQuid account registration form.



### Create a sQuid account

You will need to enter your personal details, create a **password** and select a **security question** from the list provided, and enter your answer. Click on the **'Register'** button to complete your registration.



#### Activate your sQuid account

Once your sQuid account is registered, you will receive an email from sQuid containing an **activation link**.

Click on the activation link to be brought back into the sQuid portal, where you will be asked to complete some additional details.

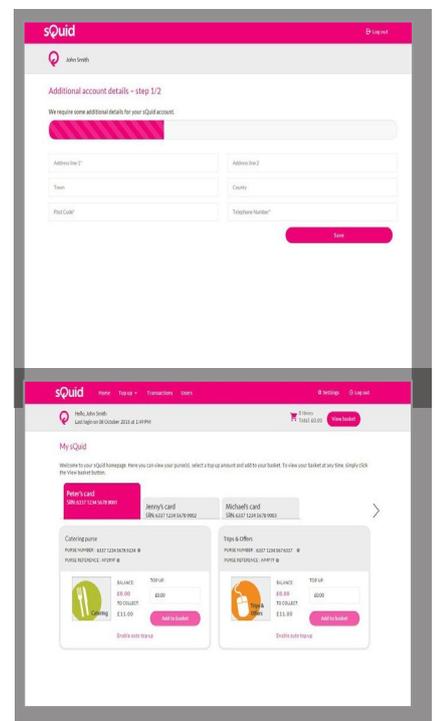
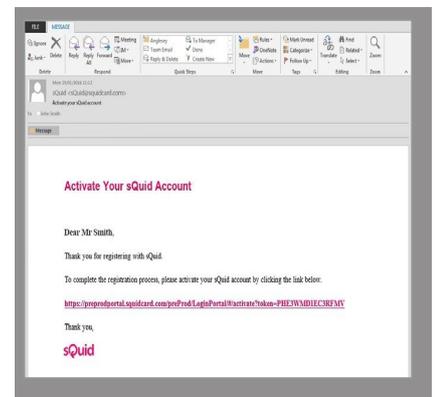
**Add a sQuid Registration Number (SRN)** Having created your sQuid account, you will be prompted to register your unique sQuid Registration Number. This

is the **16 digit number** shown on the front of your registration letter, together with your **3 digit security code**. You'll also be able to assign an easy to remember display name on this screen.

To add any additional users to your account after this initial registration process, simply go to the 'Users' page and add the user's sQuid Registration Number and 3 digit security code.

#### Add funds to your sQuid account

You can add money to your account from a bank transfer or a credit or debit card. Click on the **'Top up'** link at the top of the page, select your preferred payment method and follow the online instructions.



Dear Parent/Carer,

### **School Meals – No-Debt Policy**

As of 1 September 2017, the City and County of Swansea will adopt a clear no-debt policy relating to the payment and provision of school meals. This is to ensure that, other than where there is an entitlement to free school meals, parents or carers pay for children's meals.

This will also ensure that school funding is used exclusively for the purpose of providing education to pupils. If debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents/carers. In previous years, the local authority has had to cover debts of tens of thousands of pounds. We are no longer able to do this and are seeking your support and cooperation to address this matter.

To help to make payments for meals as easy as possible we are introducing a new online payments system called sQuid in September and you will receive information from your school about how to register.

If you believe that your children may qualify for entitlement to free school meals you can find out more on [www.swansea.gov.uk/FSM](http://www.swansea.gov.uk/FSM) where you can also make an online application or print off a paper form to send to us in the Civic Centre. If you have any queries about free school meals you can contact 01792 635894 or email [FreeSchoolMeals@swansea.gov.uk](mailto:FreeSchoolMeals@swansea.gov.uk) or visit the contact centre in the Civic Centre.

This allowance is a statutory right and it is important that you use it if you qualify.

We are anxious that your child benefits from a wholesome and appetising school lunch. Please therefore ensure that you provide the correct payment in advance. From September, children will not be provided with a school meal unless it is paid for, except those entitled to free school meals. If a parent/carer genuinely forgets to pay in advance the school may grant a debt allowance of a meal. However the debt must be paid the next day and future meals must be paid in advance before any further meals are provided.

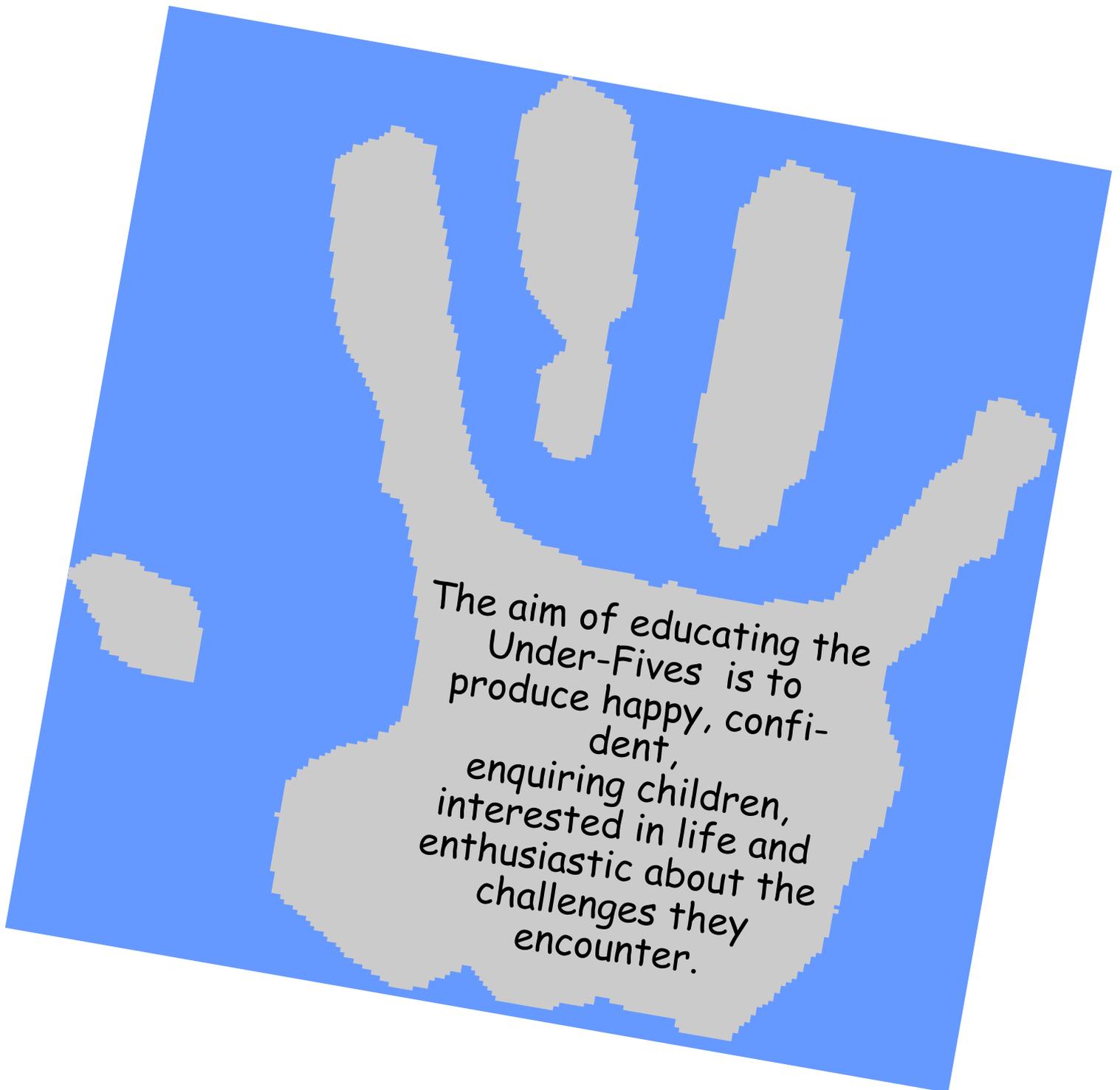
I hope that by implementing this policy we are able to help parents/carers manage school dinner money better and at the same time ensure that schools' budgets are used to support children's learning.

Yours faithfully,



Nick Williams  
Chief Education Officer

# Foundation Phase



## Lower Foundation Phase

The Lower Foundation Phase setting is an informal one. The children are involved in enjoyable, structured, play experiences, activities and games which stimulate and encourage their all-round development, early concepts and skills. The children follow a curriculum known as the Foundation Phase.

We aim to create an interesting and caring environment where the children feel stimulated to learn, and happy and secure in their surroundings.

The children attend Nursery on a part-time basis - either a morning or afternoon session. The session times are: Morning 8.50am-11.20am Afternoon 12.50pm-3.20pm.

During the sessions the children are provided with milk. Please send in a piece of fruit or a healthy snack for them to eat at playtime.

We ask parents to make a contribution of £5 per term into an 'activity fund', which allows us to buy additional resources for activities we would not otherwise have the funds to provide for e.g. for story and number sacks and cookery sessions etc. Any further contributions will be gratefully received. Please pay online using our sQuid system.

From a practical point of view we would appreciate your co-operation in the following areas.

**Toilet** As a requirement of entry to Nursery, **the children are expected to be toilet trained**. To aid your child's independence in this area, please consider the manageability of his/her clothes. Naturally, 'little accidents' do happen occasionally and we are obviously mindful of this.

**Suitable clothing** We wish your child takes part fully in all of our activities, some of which are 'messy'. The children are provided with aprons for painting etc., but these do not always protect them completely. For this reason, practical rather than best clothes are more suitable for school. However, every effort is made to use washable products.

**Name tags** Please ensure that your child has a name tag on his/her coat or cardigan.

**Toys** We discourage children from bringing their own toys from home. This prevents unnecessary squabbles or upsets that arise if special toys are lost or broken.

**Collecting your child** Please be punctual when picking up your child from school. If, however, you are unavoidably delayed, don't worry - your child will be safe until your arrival. If you have arranged for someone else to pick up your child, please let us know in advance.

For Children starting in September we will invite you and your child to spent part of a morning or afternoon session with us at the Nursery. You will also be invited to attend a meeting for new Nursery parents. During this meeting we will discuss any queries you may have concerning the Nursery and give information on the arrangements for admission.

To enable us to get to know your child better, we will ask you some questions about his/her likes, interests etc. This will form part of your child's entry profile.

When your child starts school usually in a staggered intake of children in September, he/she will probably settle down and adjust to school quite quickly. Please don't worry unduly however, if your child appears anxious or upset. This is a natural reaction to unfamiliar surroundings or change. Just try to be as positive and encouraging as possible. Be assured, we will be sensitive to your child's individual needs. Parents are always welcome at our unit. If you have any queries or worries concerning your child, or just want to know how he/she is getting on, please do not hesitate to speak to the teachers. I am sure your child will be happy in our school.

# Aims and Objectives



To promote the child's **CULTURAL DEVELOPMENT**

By developing skills in using first and second languages

By involving the children in experiences which express their own culture

By developing an awareness of other cultures



To promote the child's **EMOTIONAL DEVELOPMENT**

By developing each individual child's self esteem and sense of achievement

By enabling children to cope with fears, anxieties and difficult experiences

By providing a secure environment

By developing confidence

By encouraging children to express their feelings



To promote the child's **SOCIAL DEVELOPMENT**

By enabling the child to interact with adults

By providing mutually supportive conditions for home school links

By enabling the child to interact with his/her peer group

By developing an awareness of the needs of others, and feelings of right and wrong

By encouraging independence and a sense of responsibility

By promoting communication skills



To promote the child's **INTELLECTUAL DEVELOPMENT**

By developing observational skills

By enabling children to grasp basic mathematical and scientific concepts

By encouraging learning through direct experience and problem solving

By encouraging creativity and imagination

By developing concentration and listening skills

By encouraging pre -reading skills

By providing opportunities for children to direct their own learning and make choices

By developing language and reasoning skills



To promote the child's **PHYSICAL DEVELOPMENT**

By providing opportunities for children to gain control over their bodies

By developing hand and eye co-ordination

By developing manipulative skills

By developing an awareness of health and caring for their bodies

By developing spatial awareness

# Working Together

Children do better in school when their parents and the school work together. Parents can help better when they know what the school is trying to achieve and how they can help. Here are the school's aims and the roles that the school, its pupils and their parents have to play in order to achieve those aims.

## **Parents/ Carers can help us work together by:-**

- Sending your child to school every day by 8.50am, but not before 8.40am.
- Making sure that your child is appropriately dressed for all activities that they may experience during the school day.
- Ensure that your child has adequate sleep, their nutritional needs are met and they are fit for school.
- Notify the school when your child is absent, by phone call, e-mail, note or message from a responsible adult (not a child) by 9.30am.
- Avoid, if possible, taking holidays in term time.
- Giving positive support for the school's code of discipline and accept that the school will always try to resolve problems fairly.
- Attend regular meetings with teachers to discuss your child's progress and any workshops held to show they may be helped at home.
- Help with homework, listen to your child read, help to learn word lists, spelling lists, number facts etc.
- Give your child as much praise and encouragement as possible.
- Ensure that end of day arrangements are always in place.
- The school encourages all children to wear school uniform.
- The school understands the pressures of holiday prices and work commitments, but it can be disruptive for your child's learning if you go away during the term and we'd prefer that you didn't. If a term time holiday is unavoidable please complete an absence notification form.
- Please note School policies e.g. Discipline, Behaviour, Anti-Bullying, Racism etc. are on our website

## **The School can help us work together by:-**

- Making sure your child feels safe in an orderly, caring environment.
- Giving support and challenge where/when needed.
- Offer good quality teaching so that your child may reach his/her full potential.
- Provide a broad, balanced curriculum that matches the requirements of the National Curriculum with your child's needs.
- Offer support and advice to parents as needed.
- Provide appropriate homework.
- Keep you well informed about your child's progress.
- Provide a range of extra curricular activities.
- Give your child lots of praise and encouragement.
- Provide an 'Open Door' policy.

## Your child can help us work together by trying to:-

- Attend school regularly, on time and ready to work.
- Always try their best in class and at home.
- Always be ready to listen to fellow pupils and adults who work in our school.
- Behave well and be respectful towards adults, fellow pupils and their property.
- Tell a teacher or supervisor if someone has hurt them with words or actions.
- Follow the class and golden rules.
- Treat others in a way that they would like others to treat me.
- Do all my classwork and homework as well as they can.
- Respect the property of the school and help to keep it tidy and free from litter.

## Our Golden Rules

To ensure a safe and happy school:

1. We listen and stay quiet when someone else is talking.
2. We put up our hands when we want to speak and wait our turn.
3. We are kind to each other.
4. We follow instructions.
5. We use a quiet voice when inside the school.
6. We listen with our ears and eyes.
7. We treat each other with respect.

## **Privacy Notice: What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils**

### *Subject*

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to pupils and/or parents summarising the information held on record about pupils, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, City & County of Swansea Local Authority (LA) and Brynmill Primary School.

### *The collection of personal information*

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer.

The School processes the information it collects to administer the education it provides to pupils. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

### *Welsh Assembly Government (WAG) & Local Authority (LA)*

The Welsh Assembly Government receives information on pupils normally as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition WAG and LAs receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

***Personal information held***—*The sort of personal information that will be held includes;*

- personal details such as name, address, date of birth, pupil identifiers and
- contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

***Organisations who may share personal information***

Information held by the School, LA and the Welsh Assembly Government on pupils, their parents or legal guardians may also be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the Welsh Assembly Government, LA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any “data controller”. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request of child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website [www.swansea.gov.uk](http://www.swansea.gov.uk) or for those pupils/parents where this is not practical, a hard copy can be obtained from the school please contact Miss J. Simons.

***Pupils Aged 14 or Over***

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

***Other information***

The Welsh Assembly Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Assembly Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

### *Your rights under the Data Protection Act 1998*

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on you, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you person suffer damage;
- in some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

### *Seeking further information*

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact; the school on 01792 463019; your LA on 01792 636000; the Welsh Assembly Government's data protection officer at, The Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ; the Information Commissioner's office help line can be contacted on 01625 545 745; information is also available from

[www.ico.gov.uk](http://www.ico.gov.uk)