



# **Stepaside CP School Prospectus**

# Welcome

Welcome to Stepside Community Primary School. Choosing the right school for your child is vitally important. All parents want a good education for their children but they also want them to be happy and to feel safe and secure in school. At Stepside we believe we can offer all of these things.

We pride ourselves on the broad balanced and full education we provide both in the Foundation Phase and in Key Stage Two. The high standards of learning and teaching are a credit to the hard work of both pupils and staff. Equally we are also proud of the atmosphere of friendliness and co-operation which is always evident.

We do value all our pupils and we believe that their time in school should be rewarding and fulfilling. In choosing to send your child to Stepside I am fully confident that you will have made the right decision.

If you have any problems or a question that needs answering do not hesitate to contact me here in school. I will be pleased to talk with you. I look forward to meeting you soon and getting to know you and your child.

Yours sincerely,

P.T. Harries

Headteacher

[www.stepsideschool.co.uk](http://www.stepsideschool.co.uk)

**The first step towards success is believing we can achieve**

## Safeguarding

Safeguarding and Child Protection are key priorities for Pembrokeshire's Education and Children's Service. At Stepside School, we aim to support vulnerable children in order to ensure they are as safe as they can possibly be. Our school is committed to ensuring the safety and protection of all children. We will take action to safeguard their well-being, and acknowledge that children have a right to protection. This position is supported at all times in the general ethos of our school. School staff are required to follow the All Wales Child Protection Procedures, which have been locally endorsed by the Pembrokeshire Local Safeguarding Children Board. These procedures will be followed if staff suspect that a child is at risk of being abused.

For further information, please contact:

County Hall, Haverfordwest, Pembrokeshire SA61 1TP

Tel: 01437 775499

# Contents

2	Welcome
2	Safeguarding
3	Contents
4	Staff
5	Ethos
6	Equal opportunities
6	Visiting the School
7	Applications and Admissions
8	Starting School
8	Attendance
9	School Hours
10	Uniform
10	School Meals
11	Medical issues
12	School organisation
12	The Curriculum
14	Assessment
14	Homework
15	Parents and the School
15	The Governing Body
15	Complaints Procedure
16	Privacy Notice

# Staff

Mr P.T. Harries	Headteacher
Mrs K. Chandler Hall	Year 4/5, ALNCO, Assistant Head
Mr R. Adams	Year 5/6
Mrs L. Blewitt	Year 3/4
Mrs F. Owen	Year 1/2
Miss G. Tidd	Nursery/Reception
Mrs C Badham	PPA Cover
<u>Learning Support Assistants</u>	
Mrs R. Owen	Key stage 2 and Playgroup leader
Mrs L. Scourfield	Key Stage 2
Mrs C. Tulley	Foundation Phase
Mrs. R. Badham	Foundation Phase
Mrs C. Davies	Foundation Phase

<u>Administrative staff</u>	
Mrs T. Williams	
<u>Other non-teaching staff</u>	
Mr J Reilly	Caretaker
Mrs T. James	Meals Clerical
Mrs H. Allen	Cook
<u>Midday supervisors</u>	
Mrs H. Limb	
Mrs C. Davies	
Mrs C. Tulley	
Mrs. R. Owen	
Mrs L. Scourfield	
Mrs A. Price	

# **Ethos**

Our school rules are kept to a minimum and are based primarily on consideration and respect for others and their property. These 'Ground Rules' are displayed in the school. We have a firm but caring code of positive behaviour management. We aim to work in partnership with parents in promoting this as an aspect of the children's education.

The ethos of the school is positive in rewarding hard work and effort, neatness and being helpful to others. With this in mind we follow a reward system in school. Children are awarded merit stickers, certificates and praised in whole school assemblies.

Children can earn individual merit certificates and can earn motivation stickers for their work behaviour and attitude. In class, children compete for a system of rewards that have been agreed by the pupils and class teacher.

Every Friday there is a good work assembly where pupils are chosen by their class teachers and rewarded for good work and behaviour. Awards are given to children who have shown particular improvement in their work or have made consistent efforts to improve

What about those who misbehave?

For the small minority of pupils that disrupt there are clear steps that the school takes. There is an agreed whole school policy for 'in class management' of behaviour, details of which can be supplied on request. It is the school policy to contact the parents of children whose behaviour is causing concern, so that the school and parents can work in partnership to help the child. For those children whose behaviour is causing concern, the following procedures will be followed:

- Classroom Monitoring

A child's behaviour is monitored throughout the day for an agreed period.

- Individual targets

Pupil / teacher / parents agree on and set targets to improve behaviour.

- Home / School report

A written report is provided daily for parents in order to monitor behaviour and attitude. Agreed rewards and sanctions between home and school.

- Other sanctions

These include the use of detention when a child loses playtime, lunch hour or reduction in golden time. In certain cases exclusion can occur for children who commit a serious offence or show no improvement in attitude or behaviour.

## **Bullying**

The school has worked hard to develop a system to combat this antisocial form of behaviour. Although instances of bullying are very rare in our school we recognise that it does go on from time to time but we do all we can to eliminate it. To this end the anti bullying message is delivered through the Personal and Social curriculum and the way in which adults interact with children. All children are encouraged to 'tell'. A mechanism for monitoring and investigating bullying incidents

has been set up to help children who may have problems. Details are available in our anti-bullying policy that is available in school on request.

What about victims?

We try our best to support victims of bullying or other antisocial behaviour by using:

- Counselling – usually by our Special Needs staff.
- Worry Boxes – placed in class in which children can record their concerns anonymously.
- Playground Buddies – Older pupils looking after younger children.
- Circle time – in class, problems are shared and solutions found.
- Playground watch – Year 6 children helping younger children to play well.

All staff work hard with children and families to improve our pupil's confidence and well being. They often work on a one to one basis to help any pupils that have worries or concerns about friendships and other issues such as bullying. Please remember that if you have any concerns about your child being the victim of bullying contact the school immediately, we will do our best to solve the problem.

## **Equal opportunities**

The children attending our school live in a multi-cultural society. Our aims and educational objectives reflect this. We prepare our pupils to live and work harmoniously together.

Equal opportunities are given to all regardless of race, religion, gender, physical appearance or ability. The school has an Equal Opportunities Policy which is reflected in all other policies and activities in the school.

Details of the policy can be obtained from the school.

## **Visiting the School**

Parents and carers are welcome to visit the school. All visitors should report immediately to the Main Office next to the infant playground. Signs clearly mark the way to the office. Access is gained by using the bell located next to the door.

## **Speaking or meeting with a Teacher**

If parents wish to speak with a member of staff an appointment should be made. This can be done by telephoning the Main Office on 01834 812764. If the appointment is urgent parents should, for security reasons, report to the Main Office as above.

## **Prospective Parents**

Prospective parents are invited to contact the school to arrange a visit during school hours not only to meet the head but also to sample the working atmosphere of the school.

## **School Security**

The health and safety of pupils while at school is of the utmost importance, our health and safety policy and procedures reflect this. Security of the school site is an important part of this process. To this end the school has provided security locks on all entrances, security fencing around the site perimeter and security cameras watching the site 24 hours a day. For safeguarding reasons we ask that parents drop their children off at the door in the mornings and give any messages to the member of staff on duty. If a detailed chat with the class teacher is necessary then an appointment will be made.

## **Application for a school place**

All applications for school places are made on line through the Pembrokeshire County Council Website and can be accessed using the following link.

<https://www.pembrokeshire.gov.uk/school-admissions-online> .

We are able to offer assistance with this process if needed.

## **Admission of Children**

### Nursery

Children are admitted to our Nursery class in the term following their third birthday. We hope that by starting school in these formative years we lay a good educational foundation. We keep a waiting list of children and we encourage parents to place their child's name on this list after their second birthday as this helps with forward planning.

### Reception

Parents are asked by the LEA to complete a separate on line application for reception, although there is a tick box on the Nursery application which allows for automatic application at the same school.

### Foundation Phase and Key stage 2

Admission for older children can be arranged at any time through the LEA. Parents are asked to contact the admissions department at County Hall directly to discuss an application at this stage.

### Transfer to Secondary School

When children reach Year 6, a place will be allocated to them in Secondary School according to catchment school. The allocation of places is made by the LEA. Most of our pupils are offered and take up a place in Greenhill School in Tenby. Allocation of places takes place during the Autumn term. A letter is sent to all parents detailing all transfer arrangements and requiring them to accept the place or give details of the alternative school they have chosen.

Further information can be obtained on all the above admission arrangements from:

Education Services  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP  
Tel : 01437 764551

## **Starting School**

Starting school is a major step in the life of a small child. The reception staff liaise closely with the Nursery Unit and the transfer to school is usually smooth since your child will have visited the school and met the Reception teacher. Please make sure that your child attends school regularly and arrives on time. Such good habits will serve your child well, not just for school but for later life too.

Your child will settle more confidently in the Reception class if he or she can:

- dress and undress himself or herself
- use the toilet properly and wash and dry hands afterwards
- know how to use a knife and fork if staying for school dinner
- tidy and clear away toys and apparatus
- recognise his or her own name (not in capital letters)
- hold a pencil correctly
- and is used to leaving his or her parents.

All Stepside CP School staff are well qualified to deliver the education your child needs in a warm, caring and supportive atmosphere. We look forward to welcoming you and your child to our school and we hope that we can forge a firm partnership between home and school.

## **Stepside Community Playgroup**

Stepside CP School is also home to Stepside Community Playgroup. Starting aged two and a half, pupils can attend from one to five sessions per week. At £7 per session we offer a fantastic start to your child's education. Being in the same environment with the same staff will make your child's transition to Nursery much smoother. This provision offers parents a wrap around service once their child is in Nursery class allowing the child to be dropped off at 9am and collected at 3pm. In the term after their 4<sup>th</sup> birthday a child becomes full time Nursery and the afternoon session has no charge.

## **Attendance**

We encourage all children to be on time for the start of school day.

The school places a high importance on good attendance. Each child's attendance is monitored electronically. The school works closely with the local Pupil Support Officer (PSO) to work with those families that do not attend school regularly.

All schools are required to record and publish their authorised and unauthorised absences. Regular and punctual attendance is extremely important.

The school has set a target of 95% overall attendance for all pupils. We need to work together to achieve this. It is your responsibility as a parent to let the school know the reason for your child's absence. Please inform us if your child is unwell and unable to attend school by telephoning 01834 - 812764. Please send a note with your child when he or she returns to school.

**Authorised absences include illness, special circumstances, dental and medical appointments.**

Unauthorised absences include unexplained absences and lateness and any holidays taken during school terms. All absences will be queried and absence unexplained will be followed up by the Pupil Support Officer.



More information regarding attendance is available in a booklet produced by the school called Attendance Matters. Please ask for your copy at the school.

## **School Hours**

### Nursery

9 am to 11.45 am - morning session

### Reception and Year 1

9 am to 11.50 am - morning session

1.00 pm to 3.00 pm - afternoon session

### Year 2

9 am to 12.00 midday - morning session

1.00 pm to 3.00 pm - afternoon session

### Key stage 2

9 am to 12.10 - morning session

1.00 pm to 3.10 pm – afternoon session

## **Coming to school in the morning**

In the morning all children must enter by their designated entrance. Nursery and reception pupils should be taken directly to their classroom doors where they will be met by staff. Infant and junior pupils must use the main entrance next to the school office. Should parents wish to speak to teachers regarding any health and well being issues they may do so before sessions commence.

## **Leaving school at night**

- Nursery and Reception children should be collected from their classrooms.
- Year 2 leave via the main exit next to the school office.
- Key Stage 2 pupils are permitted to walk home with the written consent of a parent or carer.

Should you be unavoidably delayed please try and get a message through to the school.

## **Collecting your child during the school day**

If your child is taken out of school during the school day permission of the head or assistant head must be given.

## **School Uniform**

There is a school uniform so that the children strongly identify with the school and its values and there is no competitiveness about what children wear to school!

We do ask that all parents support the wearing of the uniform.

Outline:           Red sweatshirt (with embroidered logo if desired)  
                      Red or white polo shirt (with embroidered logo if desired)  
                      Grey/Black skirt, tunic or trousers  
                      Black shoes.

Uniform can be ordered or purchased at any time from local suppliers Tees R Us or ordered on line from [www.schooltrendsonline.co.uk](http://www.schooltrendsonline.co.uk) or [www.myclothing.com](http://www.myclothing.com)

When ordering uniforms please do not have Christian or nick names printed on the back of sweatshirts and hoodies. This is a serious safeguarding issue. Discreet initials embroidered under the badge is acceptable but we do ask that ALL clothes are clearly labelled with your child's name so that all lost property can be retrieved. There are lost property boxes in the junior and infant departments, please ask in the main office for details.

## **Meals in School**

School meals are now cashless at the school so you will need to obtain an account number for your child from Pembrokeshire County Council catering department and load their account on a weekly or monthly basis to suit you. Money can be loaded onto their account using the following link.

<https://www.pembrokeshire.gov.uk/make-a-payment>

School meals are currently priced at £2.45 a day for infants & £2.55 a day for juniors.

The school has its own kitchen and wholesome hot and cold food is provided under the Healthy Eating Policy of the Pembrokeshire School Meals Service served in the school hall.

Free school meals forms are available from the admin officer and forms will be sent to you from Pembrokeshire County Council when it is time for your child's entitlement to be renewed.

Provision is made for those pupils who wish to bring a packed lunch. Parents are requested to provide a sensible lunch: sandwiches, yoghurt, fruit and non-fizzy drink, and to provide a suitable non glass drinks bottle marked clearly with your child's name.

Should your child require a special diet please contact the school and we will do our best to cater for your child's needs.

## **Breakfast Club**

The school runs a successful breakfast club which opens at 8.00 a.m. in the school hall. All pupils can join and receive a free healthy start to the school day.

## **Tuck shop**

The school tuck shop is open every day at morning break and serves hot toast Monday- Thursday and fruit on a Friday. All items are priced at 20p.

## **Pupil health and welfare**

If your child is unwell and is receiving treatment from the doctor you would be wise to keep your child at home until the treatment has been completed. Should your GP direct that your child is well enough to come to school but is still receiving medication, do ask for medication that can be given before and after school. Any medication that has to be given during the school day will be strictly supervised and written instructions by parents are required before medication can proceed.

## **Illness in school**

Should your child fall ill during the school day you will be asked to collect him or her from the Main Office. When your child joins the school you will be asked to fill in a sheet to provide emergency contact telephone numbers. Please keep the school up to date with any changes of telephone number or emergency contact.

## **Accidents in school**

All accidents and treatment given are recorded in the Accident Book near the First Aid Station and on most occasions, children will be given a note stating the nature of the accident and the treatment given. We have members of staff that are fully trained to offer first aid treatment to pupils.

## **Asthma**

If your child suffers from asthma in any form please fill in the health section of the pupil data forms indicating the extent of treatment and emergency procedure and details. Asthma pumps, spacers etc. will be kept in the first aid cupboard next to the head teachers office for administration by a member of staff. Please make sure your child's pumps are marked with their name and that you are aware of the expiry date on the school pump so that you can obtain replacements in good time.

## **Other Medical Issues**

We ask parents to inform the school of any other allergies or medical problems. Parents will need to supply full details of their child's needs so that the school can produce a medical care plan for them. Please ask in school for details.

## **Children with Special Needs**

The school is committed to fulfilling its obligations under the Special Needs Code of Practice for Wales. To this end we have an Additional Learning Needs (ALN) Policy that is intended to meet the requirements of the Code. The consideration of children's Additional Learning Needs forms an important part of school life. An Additional Learning Needs Register is maintained in school indicating those children who have additional needs, eg hearing, eyesight, other medical problems, learning or behaviour problems, gifted children, and action taken to meet those needs in school.

Children on the School Action Stage of the Register will have an Individual Education Plan which is reviewed every half term. If children are experiencing difficulties parents will be contacted and

conferences arranged with class and support teachers. Individual learning programmes will be planned and parents will be updated frequently as to their child's progress.

Parents are encouraged to play their part in helping their child's learning. If you want to know more about the Code of Practice, see the ALN policy, or discuss any problems your child may have, please contact the school.

## **Pupils with Disabilities**

The school has been designed to assist access to the school by pupils who are wheel chair bound and has also provided additional railings and stepped areas that are painted white to assist sensory impaired pupils. Staff are aware of disabilities and use larger written and printed formats to assist sensory impaired pupils. The Governors recognise the need for such facilities and work with the LEA to provide the correct facilities should a pupil with any additional disability be admitted to the school. Under the terms of the school's Equal Opportunities policy we would endeavour to ensure that disabled pupils would have access to the whole curriculum. The school follows the LEA admissions policy with regard to pupils with disability.

## **School Organisation**

Children are grouped in mixed ability classes according to age, in purpose built classrooms. Class teachers are responsible in the first instance for their pupils, and to oversee their progress and welfare. Should any problems or changes occur these are reported to the Headteacher who has overall responsibility.

It is essential for the well being of your child that we work together in close partnership. Should any changes occur at home that might affect the progress or behaviour of your child in school, you are asked to inform the class teacher and the Headteacher immediately so that special attention and consideration can be given to your child.

Should your child be experiencing any difficulties with schoolwork or relationships in school, it is important that the school is informed so that we can work with you to remedy matters.

## **The Curriculum**

3-7 year olds - Early Years - The Foundation Phase

The Foundation Phase is the programme of learning that Nursery, Reception class and Years 1 and 2 have to follow. It covers 7 areas of Learning Development -

- Language, Literacy and Communication
- Mathematical Development
- Knowledge and Understanding of the World
- Personal, Social Development, Well Being and Cultural Diversity
- Physical Development
- Creative Development
- Welsh Development

The Foundation Phase focuses on children being active in their learning using their senses to explore and discover. It encourages children to be creative and imaginative and to become problem solvers and confident learners. The experiences that children can gain out of doors are considered very important and the children are encouraged to work out of doors during the day, even when the weather is not at its best. Working outdoors gives the children the opportunity to:

- have space to be physically active and develop a range of small and large body movements
- be able to observe, explore and become fascinated by the natural world
- give them opportunities to play with their friends and become involved in imagining, creating, constructing, problem solving and communicating with each other
- use a range of materials and resources that are not possible to use indoors (either because they are too big or too messy).
- give them a range of challenges for them to meet and give a sense of achievement.

At Stepside CP School we are able to work outside during most weathers due to our stock of Wellingtons and waterproof clothing. To allow us to fully use our outdoor spaces for the foundation phase curriculum we would ask that if it is a wet/snowy day pupils are dressed appropriately with wellies and rain coats if you have them. Also during the cold weather coats, hat, scarf and gloves make life much easier for staff and pupils alike.

7-11 year olds - Key Stage Two of the National Curriculum

The school follows the NATIONAL CURRICULUM at Key Stage 2 which is part of the whole curriculum of the school and consists of the following subjects which all children will study throughout their primary school.

Core subjects

English

Mathematics

Science

Foundation subjects

Technology

History

Geography

Music

Art

Physical Education

Welsh (as a Second Language)

RE

Your child will use Information Technology (computers) in all areas of the curriculum. Each subject has been described in a detailed curriculum document which outlines what is to be taught in that subject. These documents can be viewed by request.

The curriculum is designed so that children can progress through each subject at their own pace.

We aim to create breadth and balance in the curriculum and believe that a variety of approaches to teaching is appropriate since no single method can be ideal for all tasks. Children, therefore, encounter a mixture of techniques from traditional single subject, teacher-led sessions, individual study and group activities.

Generally we employ a 'Context for Learning' approach. These are carefully selected areas of study based around a topic of interest eg People Who Help Us, Digging Up The Past. If any element of the National Curriculum cannot be taught in this way we use single subject teaching sessions – this is more common in Key Stage two.

The essential skills of communication, literacy and numeracy already learned in Foundation Phase are built on and developed and still form the central focus of our curriculum. As children's understanding of different disciplines increases, more time is given to Science and the foundation subjects. Children will be encouraged to develop self confidence and independence in learning in a range of situations.

## **Assessment**

Each child is continuously assessed in all classes by the teachers in all aspects of their development

In Year 2 there will be assessment in the subjects as outlined by the 1988 Education Reform Act. This will take the form of detailed Teacher Assessment. Detailed records of children's progress are kept by all teachers throughout the year. These are used in the assessment that is made. Comparative information will be included in your child's end of Year 2 report.

In Year 6 children will be assessed by their teachers. Key Stage two children work between level 3 and 5 of the National Curriculum. Information about what your child has achieved along with a comparative table containing information about the performance of all children in Year 6 will be issued at the end of the Summer term.

The teacher assessment results will give you a picture of your child's progress in the National Curriculum. Each year you will receive a written report of your child's progress. If you wish to enquire about your child's progress please contact the school at any time. If you require additional information about the National Curriculum or any school policy please contact the school.

## **National Tests**

Pupils in Years 2 – 6 take part in national Test in Reading and Numeracy in May each year. These are externally produced tests issued by the Welsh assembly Government.

## **Homework**

Children are set homework by their teachers. Generally in Foundation Phase this will be related to reading. In Key Stage Two tasks related to other curriculum areas will be set. Please ask your child's teacher for details.

We encourage children to read at all times and at this early age it should be for enjoyment and to establish the basics in letter, sound recognition. Home reading is started in the second term after arrival in the reception class and when children have firmly grasped letter sounds. In the third term of reception class common and tricky word lists are sent home so that parents can become familiar with taught vocabulary and assist in reinforcing spelling. There is an annual 'Book Fair' held in the autumn term where pupils and parents can browse for both familiar and new exciting titles.

Parents may be asked to help their child with Home- School Tasks. A sheet containing information about the work being covered on your child's class will be sent home at the start of each term. Please find some time to help your child and show an interest in what he/she is doing in school.

## **Parents and the School**

The partnership between parents and teachers is of vital importance for the education of your child. Parents are always welcome in school to discuss their child's progress. (It is helpful if you make an appointment to arrange a suitable time!)

Parents are welcome to assist in school on a voluntary basis. Parents have helped with reading, cooking, sewing, pottery, with computer work, sports and team games.

The school has an active Parent Teacher Association known as 'Friends of Stepside School '. If you would like to join please ask in school for details or look on the school web site. There are numerous fundraising activities and social events throughout the year and school trips are often fully subsidised by these activities.

## **School Charges**

We do ask for parental contributions towards the cost of visits out of school and we would ask our parents to support us in extending the children's experience. The charges are non- profit making.

## **The Governing Body**

The Governing body represent the community of Stepside and work with staff, parents and the L.E.A. in supporting the aims of the school. Central to the role of the governing body is:

**The raising of standards by providing a high quality of education in a school where children come first'.**

The Education Act ( No 2 ) 1986 and the Education Reform Act, 1988, both gave the Governors new responsibilities for the curriculum, sex education, finance, staff appointments, discipline, the exclusion of pupils, producing the Governors' Annual Report to Parents and the holding of the Annual Parents' Meeting.

Today Governors serve for four years. Parent and Teacher Governors must be elected by ballot. Parent Governors may complete their four year term after their children leave if they wish. Teacher Governors are no longer eligible once they cease to teach at the school.

Please contact the school office should you require a list of contacts for the Governing Body.

Tel: 01834 812764

## **Complaints Procedure**

The Governing Body has approved Pembrokeshire Education Authority's Complaints Procedure. The school would ask parents who have any complaint to contact the head teacher in the first instance.

### **Privacy Notice**

#### **Stepside CP School**

#### **How we use your personal information:**

This Privacy Notice provides information about the collection and processing of personal information by Stepside CP School.

Stepside CP School is the Data Controller for the use of personal data in this privacy notice. Our address and contact details are as follows:

Stepaside CP School

Carmarthen Road, Kilgetty, Narberth, Pembrokeshire, SA67 8PY

Telephone: 01834 812764

Email: head.stepaside@pembrokeshire.gov.uk

Our school collects information about pupils and their parents or legal guardians when they enrol at the school. Our school will also collect information at other key times during the school year as and when it is required or necessary to do so.

When a pupil joins our school from another school their personal information will be provided to us. Should a pupil leave our school or transfer to another secondary school, we will transfer the pupil's personal information and that of any parents or legal guardians, to the new school.

Any personal or sensitive information you share with us will be used to provide your child with education services and any statutory duties the school is required to fulfil.

For Data Protection purposes, the processing of your personal data is necessary for the performance of a task carried out in the public interest, in the exercise of official authority vested in our school, vital interests of your child or a third party in emergency situations and the child's or parent's consent for photographs or images to be used in social media or our prospectus. Further details on this can be found below.

The categories of pupil information that we process include personal identifiers such as a name, unique pupil number, contact details and address as well as the following:

- characteristics (such as ethnicity, biometric-data, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the primary and additional needs)
- medical and administration (such as doctors information, school nurse, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as end key stage results and literacy/numeracy tests, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Contact information for school trips/excursions (parent contact details, emergency contacts, passport details, health/medical information)

### **Why we collect and use personal information:**

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress



- to identify if your child is at risk from disengaging from their education
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for Welsh Government data collections

Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, the lawful bases under Article 6 which we rely on for processing pupil information are:

- Because you have given your consent for us to do so. This would apply in instances such as taking photographs, using your voice in a video or school film or in our prospectus. We will ask always you for consent and you have the right to withdraw it at any time.
- Because we have a legal obligation to process your personal data. This would apply for example if a court instructed us to provide your personal data.
- Processing is necessary to protect your vital interests or another person. This would happen were there to be an emergency or urgent medical incident.
- Because it is necessary for the performance of this public task to do so. This applies to the majority of the processing we do with your personal data and is because we have a statutory obligation to do so under the following legislation and Welsh Government Frameworks:
  - Local Government Act 2000 (Section 2)
  - The Government of Wales Act 2006 (Section 60)
  - Learning & Skills Act 2000 (Sections 33, 40, 138 & 140)
  - Education Act 2004 (Section 25)
  - SEN Code of Practice for Wales
  - Employment and Training Act 1973 (Sections 8, 9 & 10)
  - The Education (Information about Individual Pupils (Wales) Regulations 2007
  - Frameworks such as Youth Engagement and Progression Framework
- Necessary for the purposes of legitimate interests to do so. This would apply in instances where we have not relied on any of the above but on balance it is in someone's interest to process their personal data.

In addition to the above, we must have an additional lawful basis if we process any special category data.

Some types of personal data are more sensitive than others, and need more protection. This is classed as 'special category data' and could include information about your racial or ethnic origin, political opinions, religious or philosophical beliefs and the processing of genetic or biometric data, health, sexual orientation and related matters.

Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, **the lawful bases under Article 9** which we rely on for processing pupil information are:

- Because you have given your **explicit consent** to do so

- Because it is necessary for us to carry out our **specific obligations as data controller** to do so
- Because it is necessary to protect your or someone else's **vital interests** to do so. This would happen in cases where you are physically or legally incapable of giving consent;
- Because it is data you have already placed in the **public domain** yourself
- Because it relates to a **legal claim** to do so, for example this would happen where a court has instructed us to do so
- Because it is **in the public interest** to do so under the following legislation and Welsh Government Frameworks (as listed above).
- Because it is necessary for **archiving purposes** in public interest, scientific or historical research or **statistical purposes** to do so.

### **How we collect personal information:**

We collect pupil and personal information via:

- Registration forms at the start of the school year
- Common Transfer Files (CTF) or secure file transfer from previous school
- Documents specific to school trips / activities

Pupil data is essential for the schools' operational use. Whilst the majority of pupil and personal information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain personal information to us or if you have a choice in this and we would need consent.

### **How we store pupil data:**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please refer to:

*Education Records, School Reports and the Common Transfer System – the keeping, disposal, disclosure and transfer of pupil information. National Assembly for Wales Circular No: 18/2006 (<https://gov.wales/sites/default/files/publications/2018-03/educational-records-school-reports-and-the-common-transfer-system-the-keeping-disposal-disclosure-and-transfer-of-pupil-information.pdf>)*

The school stores its data securely and adheres to principles outlined in the following policies:

- Data Protection Policy
- IT Security Policy (delete as applicable)
- CCTV Policy (delete as applicable)
- Retention Schedule (delete as applicable)

Further information can be obtained from the school.

### **Who & why we share pupil information**

We routinely share pupil and personal information with:

- Schools that the pupils attend after leaving us
- Our Local Authority and Health Board
- School Nursing Service
- Youth support services
- Welsh Government
- Colleges of Further Education and Work Based Trainers after pupils leave us
- Examination Bodies
- Careers Wales
- The Learning Record Service for learners age 14 years and over (to generate a Unique Learner Number (ULN) and a Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

### **Welsh Government**

Welsh Government collects personal data from educational settings and local authorities via various statutory data collections. The School has a legal duty to share certain information about pupils with the Welsh Assembly Government as part of what is called the Pupil Level Annual Schools Census (PLASC). We lawfully share this data under Sections 29, 537A and 538 of the Education Act (1996). Further Information is available at: <https://gov.wales/pupil-level-annual-school-census-plasc>

All data is transferred securely and held by Welsh Government under a combination of software and hardware controls, which meet the current government security policy framework.

### **Requesting access to your personal data & your rights**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact: Mr Paul Harries, Headteacher

You also have the right to:

- be **informed** about how we use your personal data and who it is shared with
- **access** your information (see above section)

- **object** to processing of personal data that is likely to cause, or is causing, damage or distress
- **prevent** processing for the **purpose of direct marketing**
- **object** to decisions being taken **by automated means**
- in certain circumstances, have inaccurate personal data **rectified, restricted** or **erased**. This is only in certain circumstances.

### **Complaints or Queries**

Stepaside CP School endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage anyone to bring to our attention if they believe that our collection or use of their information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation if needed. Any requests for this should be sent to the address below:

Jo Hendy  
 Data Protection Officer  
 Pembrokeshire County Council  
 County Hall,  
 Haverfordwest,  
 SA61 1TP  
 Email: [dataprotection@pembrokeshire.gov.uk](mailto:dataprotection@pembrokeshire.gov.uk)

If you wish to make a complaint about the way we have used or processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law, their contact details are provided below for you.

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 SK9 5AF  
 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) Telephone No: 0303 123 1113  
 We will keep this privacy notice under review.