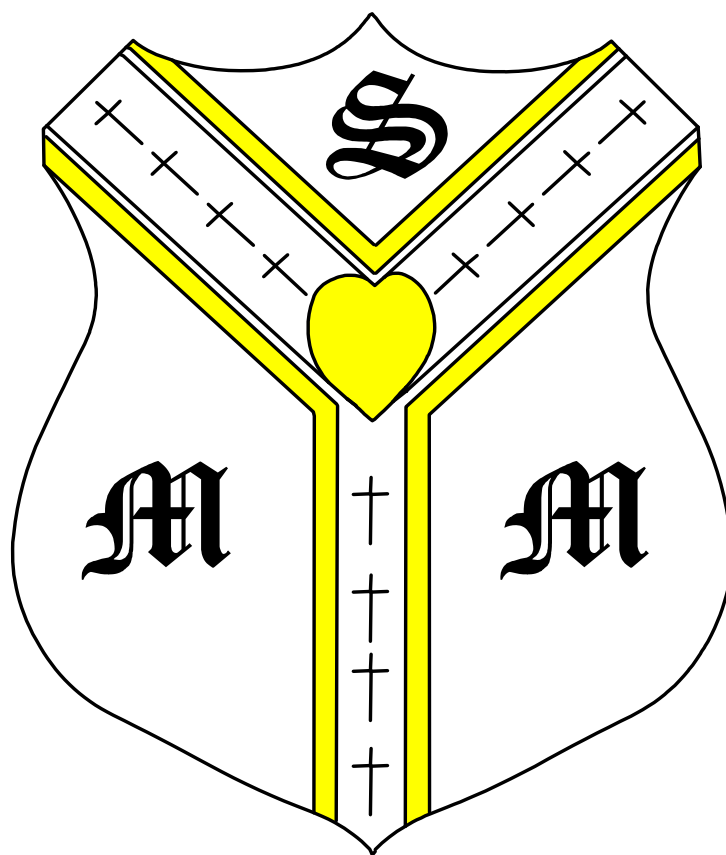


# **ST MARGARET MARY'S CATHOLIC INFANT SCHOOL**



## **School Prospectus 2025**

**School Information:**

Headteacher          Miss S J Carroll  
Chair of Governors   Ms Clare Ferguson  
Parish Priest          Fr Roy Cooper

St Margaret Mary's Catholic Infant School

Pilch Lane

Huyton

L14 0JG

☎ 0151 477 8815

✉ [stmargaretnmary@knowsley.gov.uk](mailto:stmargaretnmary@knowsley.gov.uk)

**Local Education Authority:**

Knowsley MBC

Huyton Hey Road

Huyton

L36 5YH

☎ 0151 489 6000

This Prospectus is provided to inform parents/carers about the aims, routines and procedures of the school. Whilst we endeavour to ensure that all the information is correct and up to date we cannot guarantee that this will not change over the time that your child is at the school.

# Mission Statement



## **Aims:**

In St Margaret Mary's we;

- offer an all-round education that develops every aspect of the individual, giving everyone the opportunity to reach their full potential
- live, love and grow as a family, following the example of Jesus
- share our talents to enrich our own lives and the lives of others.

# Welcome to St Margaret Mary's Catholic Infant School



At St Margaret Mary's Catholic Infant School, we aim to offer your child a broad, balanced and stimulating curriculum. Central to the school is the belief that children learn best when they are happy and feel safe and secure.

We work hard to ensure that every child achieves their full academic potential while developing the social skills and values necessary for taking a positive role in modern society, within a caring Christian community which reflects the fact that Christ is at the centre of all we do.

We believe that the best chance of success for each child is achieved through a partnership between child, home and school.

We are happy to discuss anything with you which affects your child's progress. We hope that together we can achieve the best for your child, and that your child's experience of school life will be a happy one.

Our school is a Catholic Voluntary Aided school within the Knowsley Education Authority, catering for children of the Catholic faith between the ages of three and seven. As the parish boundaries extend into Liverpool the intake comprises both Knowsley and Liverpool children who live within the parish catchment area.

We work very closely with both the parish and St Margaret Mary's Catholic Junior School, where our pupils transfer at the end of Year 2.

## **Admission:**

Children can enter the nursery in the term following their third birthday, if a place is available. Part time and full time places are available.

Children who reach their fifth birthday between 1<sup>st</sup> September and 31<sup>st</sup> August in the next school year can be admitted full time into our Reception class in the September.

Children in Nursery and Reception are collectively referred to as the **Foundation Stage**, and follow the Early Years Curriculum which is delivered through a play centred approach. The Foundation Stage comprises of 4 reception classes and 2 nursery classes of full and part time places.

**A place in the Nursery does not guarantee a place in one of our Reception classes.**

All children wishing to attend the Nursery and Reception must follow the Co-ordinated Admission procedure. Please see our admissions procedure on our school website [www.stmargaretmarysinfant.com](http://www.stmargaretmarysinfant.com)

**School places must be applied for via the Local Authority in which you live.** If you are a Knowsley resident you must apply using the Knowsley online application; Liverpool residents must apply using the Liverpool online application.

In addition, a Faith Application Form (SIF), with **proof of Baptism** must be completed and returned to school, if you wish to be considered under a faith criteria. All applications must be submitted directly to your Local Authority by the closing date in January.

Children progress to **Key Stage 1** where we have our Year 1 [5-6 year olds] and Year 2 [6-7 year olds] classes. Each year group has places for 120 children. These children follow the National Curriculum. Each child will have an assigned class but may move between classrooms during the day for certain lessons such as phonics.

**Children will NOT get an automatic place into St Margaret Mary's Catholic Junior School. You must apply following the Local Authority Admission procedure again when your child starts in Year 2.**

### **School Hours:**

\*School hours are subject to change as agreed by the governors.

### **Nursery**

**15 hours provision -sessions are split in the following:**

**Part Time Class – AMs** – Monday to Friday 8.30am to 11.30am

**Part Time Class – PMs** - Monday to Friday 12.15pm to 3.15pm

### **Nursery**

**Full Time Class - 30 hour provision –** Monday to Friday 8.30am-3.15pm

### **Reception and Key Stage 1**

School begins at 8.40 a.m.

It is important for all children to be in their class in time for registration. Our school doors open at 8.40 a.m. and close at 8.50 a.m. If you arrive after this time you must enter the building through the main office and sign your child in as late.

If your child is constantly late there will be a requirement to meet parents/carers to identify and solve any problems which may be preventing them from attending school on time. This will be completed in a supportive way.

Lunch time	Reception	11.45 – 12.30 p.m.
	Key Stage 1	12.15 – 1.15 p.m.

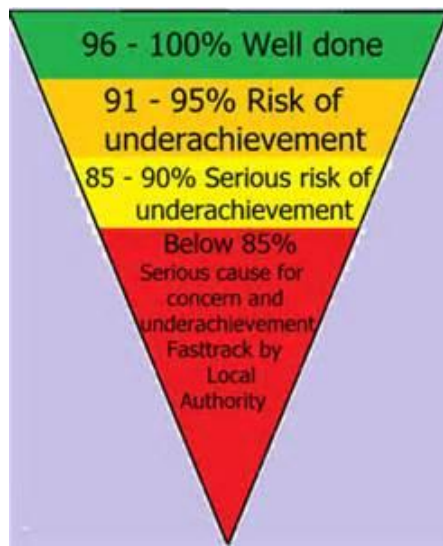
School finishes at 3.10 p.m.

If your child has not been collected by 3.30 p.m. you must collect them from the main office and sign your child out.

If late collection persists there will be a requirement to meet parents/carers to identify and solve any problems which may be preventing them from being collected on time.

If you have not contacted school by 5.00 p.m. the Headteacher [or other senior teacher] will phone Social Services who will arrange for the child to be cared for off-site.

## **Attendance:**



*'By law, all children of compulsory school age must get a suitable full-time education'*

As a parent or guardian you are responsible for ensuring that your child attends school regularly and on time. Knowsley School Attendance Service work in partnership with our school ensuring correct attendance procedures are put in place and adhered to. We inform you each term about your child's attendance and it will be graded as follows;

98-100%	96-97.9%	90-95.9%	85-89.9%	Below 85%
Excellent	Very Good	Need for Improvement	Concern	Major Concern

At St Margaret Mary's Catholic Infant School, we ask parents and families to support us in promoting good attendance in the following ways:

- On the first morning of any absence a telephone call to school should be made to inform us of your child's absence
- On the first day your child returns to school please ensure you provide them with a note briefly explaining their non-attendance at school
- Please do not arrange appointments during school time
- Please do not book family holidays during school time.

### **Holiday During Term Time Policy:**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances. Please ensure that family holidays are not booked or taken during term time. The local authority can impose £80 fines, rising to £160, when children are taken out of school for unauthorised holidays, per child and per parent.

We look to reward children for excellent attendance in a variety of ways.

Medals are awarded for each term with 100% attendance and certificates given for all children with good attendance.

Varied celebrations are also completed each half term for children with good attendance and punctuality. These are decided by our School Council.

We do refer children to Knowsley School Attendance Service and our Attendance Panel when poor attendance becomes a concern.

Letters will also be sent throughout the year informing you of your child's attendance. These are sent to the whole school and will be either red, amber or green.

### **Penalty Notices**

Penalty notices may be issued for 10 or more unauthorised absences, 10 or more lates after the register has closed or any combination of unauthorised absence or lates within a 10 week period. Unauthorised absences may include holidays taken in term time, unexplained absence from school and being late after the register has closed. (Late after the close of registers would be attendance after 9.30a.m.)

The penalty notice is usually a fine of £160, reduced to £80 if paid within ten working days, per child and per parent.

### **Pastoral Care:**

Members of our school community are expected to show respect for the school environment, for their learning, for each other and for the school community.

All staff work hard to provide an environment which is structured and stimulating and to support children in maintaining good behaviour where they feel safe and valued. Each teacher is responsible for the Pastoral Care of the children in their class. This is supported by the Headteacher, Deputy Headteacher, Year Group Leaders and our Learning Mentor.

We also ask for you to support the school in our drive for outstanding behaviour, including an expectation that all adults on the school site conduct themselves in an appropriate manner. This includes speaking to staff and also other parents.

We recognise that every family goes through difficult times. If you feel that something is affecting your child's happiness, please come and tell us about it. Speak to your child's class teacher or Mrs Harris, our learning mentor, or any member of staff you feel comfortable with. It will be held in the strictest confidence, unless we feel you or your child is at risk in any way.

### **Safeguarding Children:**

Every effort is made to ensure children's safety and security while in school. Access to the campus is limited and doors and gates are protected by a 'fob' system.

All visitors must report to the School Office where they will be signed in and issued with a visitors badge. Only people who have a valid enhanced Disclosure Barring Service check (DBS) are allowed unsupervised contact with the children.

Children should only be collected from school by those who have permission from the parent/carer. Please inform the office if there is a change to the person collecting your child. If a child has to be picked up early, and this should only be in the case of an emergency, this must be done via the School Office where the child can be signed out. An appointment card is required when children are taken out for medical appointments.



All staff receive regular Child Protection training and the school has a strict policy concerning this that has been written in accordance Government, Knowsley and Liverpool Local Authority guidance.

The school's Safeguarding Officers are:

Miss Carroll	Headteacher
Mrs Maddocks	Deputy Headteacher
Mrs Harris	Learning Mentor
Mrs Kerr	Nursery Teacher
Miss Hart	SENCO

If you are concerned about the safety of any child or adult, please come and share your concerns with one of the staff named above. It will be dealt with sensitively and confidentially.

### **Good Behaviour:**

St Margaret Mary's Infant School promotes and encourages good behaviour, politeness and respect for people and property. Our Behaviour Policy, which can be accessed via the school website, reflects the beliefs of our Mission Statement and the practices and strategies associated with it are viewed as an integral part of the whole ethos of the school.

We know that children are happiest when their efforts are noticed and praised. Positive affirmation is encouraged at all times. The most effective of these is immediate praise for good behaviour and good work. Regular reward schemes operate in school. They include class stickers and weekly Reward Assembly that celebrates good behaviour, good attitudes and good work. Children are also rewarded with Do Jos for a variety of things including good choices, manners and being sensible.

Visitors to our school often compliment our children on their positive behaviour and polite manners.

Physical aggression, rough play, bullying and racist/sexist language are not tolerated. Sanctions will be applied for persistent misbehaviour. Year Group Leaders are responsible for behaviour and on going concerns will be passed to the Deputy Headteacher/Headteacher. Parents will be informed of any behaviour issues or concerns and asked to meet with teachers to establish close co-operation between the two.

### **Special Educational Needs:**

Our Special educational needs coordinator is Miss Hart.

At St Margaret Mary's, we aim to ensure that every child's individual needs are identified, and strategies developed to meet those needs in order that all children are offered access to a broad, balanced and relevant curriculum. We seek to ensure that our curriculum is accessible, inclusive and differentiated, offering all children the chance to develop their potential to the full, including those areas where they have difficulty.

Your child's class teacher will advise you if they have any concern about any aspect of your child's development and work in partnership with you.

We recognise that all children potentially may have difficulties at any time in their school life. The school's SENCO [Special Needs Co-ordinator], Miss Hart, may also work with you in order to access the best support for your child.

We work in partnership with external agencies, who offer additional advice and support for children.

### **Equal Opportunities:**

St Margaret Mary's is an inclusive school regardless of culture, ethnicity, gender, age and disability. We value equality of opportunity for all, including those with learning difficulties and disabilities. Diversity and difference is promoted and inappropriate attitudes are challenged. The school puts a high value on mutual respect.

### **Medicines in school:**

Children are never permitted to bring medicines into school. Staff will not give medicine to a child but there are a limited number of exceptions;

- If your child is diagnosed with Asthma and is prescribed an inhaler, an Asthma Management Protocol should be completed with you and your child's class teacher, giving details of their condition and treatment. An inhaler labelled with pharmacy labels including your child's name and dosage should then be left with your child's class teacher. This will be kept in a secure but accessible area until needed.
- If a child has long term medical issues an individual Medical Protocol must be set up with you, our Learning Mentor and the School Nurse.
- If your child is prescribed antibiotics more than four times a day, it may be appropriate to set up a Medicine Protocol. This should be requested through the school office and medicine bearing pharmacy labels including your child's name and dosage should be brought there.

There are a number of staff trained in First Aid, including Paediatric First Aid. Basic First Aid will be given at the time of any accident or incident. If it is thought necessary parents/carers will be informed by phone. In serious cases emergency treatment can only be sought if parents/carers have given written permission on the appropriate form.



### **Food and Drinks in School:**

St Margaret Mary's Catholic Infant School is proud to have won an award and to be officially recognised as a 'Healthy School'. All food provided in school is controlled by National Standards of Nutrition.

### **Snacks**

Children are not permitted to bring their own snacks from home.

Children will be offered a healthy snack during the day. We do ask for a contribution of **£10 per term** towards the cost of this (paid via PARENTPAY).

All the children are offered for free a piece of fruit or vegetable each day. Children in the early years are offered milk each day.

Children are encouraged to bring a water bottle into class and they may drink from this throughout the day. Please note that these should be clear bottles with a safety top and **only plain [not flavoured] water** is permitted during the day. Juice or pop is not allowed in any circumstances.

### **School Meals**

All children in Reception and Key Stage 1 are entitled to a free school meal at lunch time. Our school kitchen provides a wide range of delicious, nutritionally balanced meals which are served in our school canteen.

The menu allows for a choice each day and changes from week to week. Please register on Parent Pay so that you can choose meals for your child. If you do not make a choice for your child, they will be offered the main meal. (You will receive a letter with instructions on how to do this and your own individual log in details.)

Please make sure that you complete this each week so that meals can be prepared for your child.

Each day there is a 'main meal 1' ~ a cooked dinner; 'meal 2' ~ a jacket potato, or there the option of choosing from our 'deli bar.' Children are given a coloured wrist band each day so that kitchen staff are aware of the option that you have selected for your child.

Please make sure you list any food allergies your child may have on the information form.

### **EXAMPLE MENU**

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese pizza, wedges, beans Jacket potato tuna/cheese/beans Deli bar, barm, wrap, finger roll, ham/cheese/tuna/plain pasta or tuna pasta yoghurt, fruit lolly ice, fresh fruit, juice, water	Spaghetti (beef) bolognese with garlic bread, Jacket potato tuna/cheese/beans, Deli bar, barm, wrap, finger roll, ham/cheese/tuna/ plain pasta or tuna pasta, yoghurt, strawberry mousse, fresh fruit, juice, water	Chicken wrap, potato smiles, salad, Jacket potato tuna/cheese/beans, Deli bar, barm, wrap, finger roll, ham/cheese/tuna/ plain pasta or tuna pasta, yoghurt, cookie, fresh fruit, juice, water	Roast pork, mash, carrots, gravy, Jacket potato tuna/cheese/beans, Deli bar, barm, wrap, finger roll, ham/cheese/tuna/ plain pasta or chicken pasta, yoghurt, jelly, fresh fruit, juice, water	Harry Ramsden fish fillet, chips, peas, Jacket potato tuna/cheese/beans, Deli bar, barm, wrap, finger roll, ham/cheese/tuna/ plain pasta or chicken pasta, yoghurt, chocolate cake, fresh fruit, juice, water

### **Packed lunch**

Our packed lunch guidance has been developed in consultation with parents, children, governors, healthy schools and key staff from both St Margaret Mary's Catholic Infant and Junior Schools.

It was developed

- To make a positive contribution to children's health.
- To support both schools in maintaining Healthy Schools Status.
- To promote consistency between packed lunches and food provided by schools

which must adhere to national standards set by the government.

**Packed lunches should include:**

- at least one portion of fruit or one portion of vegetables [e.g. carrot sticks] every day.
- meat, fish or other source of non-dairy protein (e.g. lentils, kidney beans, chickpeas, hummus, falafel) every day
- oily fish, such as salmon, at least once every three weeks.
- a starchy food such as any type of bread, pasta, rice, couscous, noodles, potatoes or other type of cereals every day, including cereal bars.
- dairy food such as milk, cheese, yoghurt or fromage frais everyday
- only water, fruit juice or milk drinks and smoothies

**Packed lunches should NOT include:**

- Snacks such as crisps. Instead, include seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice.
- Confectionery such as chocolate bars, chocolate-coated biscuits and sweets. Cakes and biscuits are allowed but encourage your child to eat these only as part of a balanced meal.
- Meat products such as sausage rolls, individual pies, corned meat and sausages / chipolatas should be included only occasionally.

**We ask that nuts of any type are not included in packed lunches as we have several children in school with serious allergies to any type of nut.**

**Special diets and allergies:**

Be aware of nut allergies. We recommend you visit the [www.allergyinschools.co.uk](http://www.allergyinschools.co.uk) website for accurate, reliable information on managing allergies in schools.

The school also recognises that some pupils may require special diets that do not allow for the standards to be met exactly. In this case parents are asked to discuss this with the Learning Mentor and are urged to be responsible in ensuring that packed lunches are as healthy as possible. For these reasons pupils are also not permitted to swap food items.

**Pupil Premium Grant:**

**What is Pupil Premium?**

Pupil Premium is a Government fund given to schools for eligible pupils, to ensure that all children have an equal opportunity to learn and succeed. Schools are given £1480 for each eligible pupil.

## **What is Pupil Premium used for?**

This extra funding allows us to provide additional staff and resources, bringing learning benefits to eligible pupils as well as all children throughout the school. It is also used to subsidise after-school clubs, breakfast clubs and school trips, bringing lower costs to parents, and in some cases, free places.

## **Who is entitled to Pupil Premium?**

If you receive any of the following benefits, the school may be able to claim Pupil Premium funding for your child

- ***Universal Credit with an annual net earned income of no more than £7,400.***
- ***Income Support***
- ***Income-based Jobseeker's Allowance***
- ***Income-related Employment and Support Allowance***
- ***Support under Part 6 of the Immigration and Asylum Act 1999***
- ***The guarantee element of Pension Credit***
- ***Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)***
- ***Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190***
- ***Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)***

## **How has Pupil Premium been spent?**

The total amount of funding the school receives is proportionally linked to the number of children who are, or who have been, eligible for free schools meals (this is different to the Universal Free School Meals currently offered to all Infant age children); those children in the care of the local authority or whose parents are currently serving in the armed forces.

Schools are required to inform parents/carers how the pupil premium is used to improve the attainment of identified pupils.

At St Margaret Mary's Catholic Infant School, we believe that every child should be given the best opportunity they can, to achieve the best they can. With this in mind we have carefully allocated our Pupil Premium Funding to remove barriers to learning and to accelerate attainment.

This grant will be used to provide your child with free trips and visits whilst they are in school, including subsidising residential trips. We also use the grant to provide your child with a free place at an After School Club and access to small group intervention work to help them achieve their best.

## **Uniform:**

All parents/carers should send their child to school in the agreed school uniform.

**Please make sure that all uniform and coats are clearly marked with your child's name.**

## **Nursery**

Children in Nursery wear a grey tracksuit with the school logo on and a pair Velcro fastening shoes (not lace up shoes), in addition they will need a pair of wellington boots [to be left in school for outdoor play].

## **Reception and Key Stage 1:**

**WINTER:** grey trousers  
grey skirt  
white shirt/blouse  
grey pullover/cardigan  
school tie

**SUMMER:** grey trousers/shorts  
yellow school polo t'shirt  
yellow and white gingham dress  
grey pullover/cardigan

**FOOTWEAR** black school shoes  
**NO** trainers please  
Foundation Stage : wellington boots for outdoor provision

**P.E. kit** yellow t-shirt  
black shorts  
black slip on pumps  
black tracksuit

A school blazer and/or waterproof jacket and a set of waterproof overalls are also available. Children must wear a coat to school every day as they will play/learn outside even in cold and damp weather.

All uniform is available from 'Lisa's Schoolwear' 1847 in East Prescott Road, 'West Derby Schoolwear' in Alder Road or 'Laser Schoolwear' in London Road.

Children will also require a yellow homework/ reading book bag.

## **Jewellery**

Children may not wear jewellery apart from small stud earrings for those children with pierced ears. This is in the interest of health and safety.

## **School and Eco Council:**

We have both a School Council and an Eco Council. Committee members are made up of children from Year 2 and they play a significant role in the everyday life of the school. Concerns raised by the children are discussed, as are their ideas for projects and school improvement.

## **Extra Curricular Activities:**

We are committed to developing extra-curricular activities for the children. All children take part in Topic Based Visits which support and extend the curriculum.

We offer a varying menu of After School Activities both through school staff and external providers.

We also offer a variety of short courses for parents/carers. Please look out for information about these on our Newsletter and on the Parent Information Boards.

## **Parents and Carers:**

Parents/carers want the best education for their children. At St Margaret Mary's staff are committed to doing their very best, however we recognise that parents/carers are the most important educators of their children.

Parents/carers are always welcome at St Margaret Mary's and have the opportunity to see their child's class teacher at the end of every day. If a more formal meeting is required an appointment can be made.

Each term you will be invited to either a Parent's Evening or a Parent Review Day [Foundation Stage] to discuss your child's progress and next steps.

Some parents/carers enjoy helping in school; this can be arranged through Mrs Maddocks but is subject to an enhanced DBS check.

A weekly newsletter is published on the website and on seesaw in order to keep you informed.

## **Communication with parents:**

### **School Website –**

Another way of keeping parents informed is through our school website at [www.stmargaretmarysinfant.com](http://www.stmargaretmarysinfant.com)

Our website provides a wide range of information:

- Information about the school day and organisation
- Each Year Group has its own section containing curriculum information
- A range of Policy Documents that may be of interest to parents
- Our Gallery contains photographs of different events that have taken place.

### **Seesaw**

Seesaw is a digital learning platform and is a way that teachers can share children's learning. It can be used for remote learning or as a communication tool between home and school. All parents/carers will be given login details.

*Please note that under the Disclaimer on our website it states that photographs may not be copied and are for school use only. Thank you for your co-operation with this.*

### **Mobile phones:**

The school has a policy on the use of mobile phones. The aim of the Mobile Phone Policy is to protect children from harm, by ensuring the appropriate management and use of mobile phones and this applies to all individuals in the school including parents and carers.

Our school policy is that we do not allow the use of mobile phones in any areas that children are ~ in the classroom, outdoor area, canteen or hall.

**Please make sure that you do not use your mobile phone whilst on the school site.** Thank you.

### **St Margaret Mary's Wrap Around Club:**

**St Margaret Mary's Wrap Around Club** provides a Breakfast Club and After School Club during term time for children attending the Infant School. Charges are available on request. Wrap Around Club operates from 8.00 a.m. until 5.30 p.m. each day.

Staff in the club are all school staff and so are very familiar to the children. All sessions aim to provide fun, stimulating and exciting activities for the children. Children are given a wide choice of activities, some of which are adult led, although we do encourage the children to be independent.

It is an inclusive club open to all. It promotes healthy living and children are given the opportunity to take part in physical activities as well as having a healthy breakfast and snack after school.

### **Charging Policy:**

Visits to museums and places of interest are a vital part of the children's education. Sometimes parents/carers will be asked to make a contribution towards the cost of these visits. No child would be excluded from any visit but we must stress that most outings cannot take place unless parents/carers do make a voluntary contribution.

You have elected to send your child to a Catholic Voluntary Aided School. The catholic community has to make a contribution towards costs for the privilege of having such a school. The Archdiocese requests that each family within our school makes an annual contribution of £10. This is known as the '**School Levy**' and throughout your child's time in our school we will request contributions towards this, but will break up the payments across the year.

### **Home and School Agreement:**

All parents have a very important role to play in partnership with the school in supporting their child's development.

All parents are asked to sign the Home and School Agreement, and we ask parents to agree to the following:

- ✓ **Your child will attend school at all times during term time**
- ✓ **Your child will arrive at school on time every day**
- ✓ **Your child will always wear the correct school uniform**



- ✓ Your child will always bring his/her reading book
- ✓ Your child will wear their PE kit on the correct days
- ✓ Your child will attempt all set homework; if you have any concerns regarding this please do speak the class teacher

We also ask parents to:

- ✓ Support the Catholic ethos of the school
- ✓ Encourage their child to show kindness and consideration to others.
- ✓ Support your child's learning by listening to him/her read regularly at home and support him/her in other opportunities for home learning.
- ✓ Support the school's policies and guidelines for behaviour and attendance.
- ✓ Ensure that the use of social networking sites does not affect our school community. This includes not writing comments about the school or any aspect of school on Facebook and Social Networking Sites. If you have a concern you should speak to someone in school about this.
- ✓ Let the school know about any changes or concerns/ problems that might affect your child's work or behaviour.
- ✓ Attend all parent's meetings and discussions about your child's welfare and progress.

**Please help us to provide a safe and structured environment for your child by:**

- Not smoking on the school campus; St Margaret Mary's has a no smoking policy in line with legal requirements. Please note that smoking is not permitted anywhere on the school campus. This includes the use of electronic cigarettes.
- Leaving your dog at home; in the interest of Health & Safety please note that dogs, except guide dogs, are not permitted on the campus at any time; this includes small dogs or puppies that are carried by hand.
- Helping your child to start each day promptly by coming into school by 8.50 a.m.
- Reducing congestion outside the school gates. Parents/carers are asked to walk their child to school whenever possible as traffic congestion is a problem at the beginning and end of the school day. If transport to and from school is necessary parents/carers are asked to be considerate of children and those people who live in the local community.
- Ensure your child is able to take care of their own personal needs (toileting, putting on coats) without adult help.
- Put your child's name on all their clothing and personal belongings ~ this will help us to locate any lost property.
- Notify school immediately of any changes in family circumstances, change of address or telephone/mobile number.
- Share a book with your child for at least ten minutes each night.

- Engage regularly with Seesaw, any online learning and complete homework activities with your child.



### **Complaints:**

We aim to work together with you to ensure the best outcomes for you and your child. If you have a worry or concern about your child, please come and speak to a member of school staff who will try their utmost to find a solution.

On the very rare occasion that you feel that this has not been successful, you may like to refer to the school complaints policy.

The school Complaints Policy is available on request and can be seen on the school website. Any complaints will be recorded, as will their outcome

**Further information about the school can be found on our school website at [www.stmargaretmaryinfant.com](http://www.stmargaretmaryinfant.com)**



## Curriculum Statement :

### Introduction

St Margaret Mary's Catholic Infant School curriculum is planned to give a structured and wide-ranging education in a supportive and secure environment. The school seeks to provide activities that meet the emotional, spiritual, intellectual and social development needs of each pupil.

<i>My teacher said I could do it...so I did! - Six Year Old</i>			
	Loving	Learning	Growing Together
	Emotional and Spiritual	Intellectual	Social
<b>Intent</b>	Our children will become resilient learners, recognising how to manage their emotions within a loving and safe environment. They are active learners who are challenged to think for themselves and are encouraged to develop a growth mind-set and a power of yet attitude. Our children are enabled to explore their faith and develop their spirituality.	We are preparing our children for future lives that are aspirational and enable them to gain skills, knowledge and understanding to keep up in an ever changing world. Our progressive curriculum is founded on evidence based pedagogy including meta cognition and cognitive load theory and delivered through high quality first teaching and experiential learning, offering support and challenge when needed. We promote a thirst for knowledge beyond lived experiences.	Through our teaching, our children work together in different groups and in different ways in order that they can listen and speak with confidence, be curious and ask questions and accept and explore difference. Through the development of positive relationships, our children will become collaborative learners who support each other and the wider community.
<b>Implementation</b>	Our children will love, learn and grow together by gaining mastery of knowledge and skills through our curriculum which reflects Gospel Values.		
	<ul style="list-style-type: none"> <li>• Collective Worship</li> <li>• Gospel Values</li> <li>• Mindfulness</li> <li>• Pastoral Programmes</li> <li>• Self-Regulation Techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Come and See Programme</li> <li>• EYFS Framework</li> <li>• The National Curriculum</li> </ul> <p>More information can be found by clicking links to individual subject areas.</p>	<ul style="list-style-type: none"> <li>• British Values</li> <li>• Restorative Approaches to behaviour.</li> <li>• Online Safety</li> <li>• Anti Bullying</li> <li>• Family Learning</li> <li>• Seesaw</li> <li>• Equality and Diversity eg No Outsiders</li> </ul>
<b>Impact</b>	Our children feel safe. They are able to manage their emotions. They use their growth mind set to continue to learn. Our children know that Jesus is their friend and walks beside them always.	Our children are ready for the next step on their individual learning journeys. We aspire for our children to reach the expected standard or above at each stage. Our children are proud of their learning.	Our children are confident in themselves and accept each other. They are articulate and enjoy positive relationships.
<i>He came that they might have life and have it in all its fullness: John 10:10</i>			

### The curriculum provision

Within the **Foundation Stage** [Nursery and Reception] the curriculum is planned following the Statutory Framework for the Early Years Foundation Stage. The curriculum is taught through the areas of learning.

### FOUNDATION STAGE CURRICULUM

#### **Religious Education and Worship**

As a Catholic school within the Archdiocese of Liverpool, we follow the Religious Education programme called 'To know you more clearly.'

This programme is designed to allow children to think and reflect about the world they see around them, their family, and their friends. This is done within the context of the scripture and teachings of the Catholic Church.

A termly newsletter is sent to ensure parents are fully informed as to the content of the programme.

## **Prayer and Liturgy**

Within the nursery and reception, children and staff celebrate a daily act of worship of no more than five minutes long. These acts often allow children and staff to celebrate and reflect on the events of the day, the seasonal changes and the church year. Nursery and reception children accompany the whole school community for special celebrations in church such as the school feast day, Easter and Christmas.

## **Communication and Language.**

The educational programme for Communication and Language focuses on the development of children's spoken language, listening skills and vocabulary. Children are encouraged to engage in conversation and talk in a range of contexts.

## **Personal, Social and Emotional Development**

Aspects of health and self-care are included within the educational programme for PSED. Children are also encouraged to moderate their behaviour and emotions and become more confident.

## **Physical Development**

Developing both fine and gross motor skills are central for Physical Development. A strong emphasis is put on developing a tripod pencil grip.

## **Literacy**

Within the educational programme for Literacy, there is an emphasis on phonics, enabling children to read and spell effectively. Reading comprehension is developed using increasingly varied vocabulary.

Phonics is taught daily. Phonemes are the sounds that letters and groups of letters make. Children are able to blend these to read and write words. From September we will be following the 'Read Write Inc' programme. Phonics takes place at least once a day, so punctuality and attendance is key so that this vital learning is not missed.

Reading books will be sent home weekly. Each child will receive an individual log in to their account. Teachers will assign games and books to further their understanding.

Story books are also sent home to be shared together at bedtime. We ask that these are returned to school when read and completed.

Writing is developed through focusing on key texts to engage and excite the children. Writing opportunities are provided throughout the day through both focused teacher led activities and in provision area in the classroom and outdoor provision.

## **Mathematics**

The education programme for Maths is built around supporting children to develop a deep understanding of numbers to ten, numbers bonds to five and recognising pattern in number.

The school follows a mastery approach to maths and teaching is supported by the White Rose Maths materials.

## **Understanding the World**

This section includes aspects of knowledge and understanding of the past and present and their own and differing communities. The natural world is also explored, focussing on similarities, differences and change.

## **Expressive Arts and Design**

Expressive Arts and Design includes a variety of ways children can develop their creative skills in art, music and imaginative play.

The school supports the principle that young children learn best through practical experiences and play based activities. Children are encouraged to play and work independently and activities are undertaken in both the indoor and outdoor class areas. The curriculum provides a balance of adult directed and child initiated activities.

## **KEY STAGE ONE CURRICULUM**

Within **Key Stage 1** [Year 1 and Year 2] the school offers a full range of National Curriculum subjects - English, Mathematics, Science, ICT and R.E. as core; Geography, History, Art, Music, DT and PE as foundation subjects. The school also provides a Personal, Social and Health Education programme. The school has developed a topic based curriculum to support the teaching of Geography, History, Art, DT and Music.

Children learn in a variety of ways and our approach supports different learning styles as well as the varying aptitudes and talents of its pupils whilst also supporting creative development and thinking.

English has a strong cross-curricular dimension and different genres of writing are used within the topics recording activities.

## **Assessment**

Assessment is continuous and takes place in all areas of school and in a variety of ways, both formative and summative. This ongoing assessment allows us to build a complete picture of a pupil's development, intellectually, emotionally, socially and physically.

Children in the Foundation Stage are tracked and assessed using the 'Development Matters' assessments, where every child is assessed in a range of criteria and against the Early Learning Goals within the Early Years Curriculum.

Children in Key Stage 1 are assessed against the National Curriculum and at the end of Year 2 undertake End of Key Stage 1 Tasks, which are supported by ongoing teacher assessment judgements. There is a national Phonic Assessment in Year 1. During year one and year two, the children will be assessed against Age Related Expectations, known as ARE. You will receive information each term about how well your child is progressing and whether they are on track to achieve Age Related Expectations. Children's attainment is graded as follows;

C	C+	B	A	A+
Working outside ARE.	Working towards ARE.	On track to achieve ARE.	On track to be above ARE.	On track to be well above ARE.

## **Special Educational Needs**

Each child in the school is encouraged to develop at his or her own pace, but where a child is identified as having special needs, [either physical, emotional, social or learning] a programme of support is agreed with the Special Educational Needs Co-ordinator and the class teachers. If this fails, then help is sought from the appropriate outside agency, following consultation with the parent(s) or carer(s).

## **Individual subject areas**

### **Religious Education and Worship**

Religious Education and Worship are in accordance with the Archdiocese's agreed programme, 'To know you more clearly'. Specific aspects of religion, relationships, morality and the natural world are covered. This programme is designed to allow children to think and reflect about the world they see around them, their family and their friends. This is done within the context of the scripture and teachings of the Catholic Church. Within the programme other world religions, mainly Judaism and Hinduism, are taught and explored.

The aims of Religious Education in St Margaret Mary's Catholic Infant School are:

- To promote knowledge and understanding of Catholic faith and life
- To promote knowledge and understanding of the response of faith to the ultimate questions of human life, its origin and purpose
- To promote skills required to engage in examination of and reflection upon religious belief and practice.

### **Prayer and Liturgy**

Children and staff celebrate a daily act of worship of no more than seven minutes long. These acts often allow children and staff to celebrate and reflect on the events of the day, the seasonal changes and the church year. The school community gathers together for special celebrations in church such as the school feast day, Easter and Christmas. Parents are often invited to take part in class prayer and liturgy.

### **English**

Teaching is structured to help children further develop skills in speaking and listening, reading, writing and spelling. A variety of teaching styles will be used, for example drama, discussion, creative writing, as methods of developing expression of ideas, questions, thoughts, views and facts.

### **Reading**

A wide variety of reading materials are available which are closely linked to the children's secure knowledge and use of phonics. Children read frequently to an adult in school. Books are sent home regularly for the enjoyment of sharing a story and reading practice. Picture, story and library books are used in addition to a range of 'core' materials. Children also have access to 'Read Write Inc' online, as explained earlier. Group reading is used as appropriate.

Teaching of initial sounds and blends encourages reading confidence, at the same time giving firm foundations for spelling and writing skills. Children will learn the sounds that letters make as well as the letter names. A structured programme of Phonic teaching is

provided, to enable children to have a good start to reading. As stated earlier, we will be following the Read Write Inc programme from September.

### **Writing and Spelling**

Children are encouraged to write as soon as they start school, using 'emergent writing' and are given lots of time to write. They are taught correct letter formation as soon as their pencil control allows. Please see the 'Handwriting policy' on the school website for the specific handwriting style and letter formation which the school follows. During their time at school, children are given many opportunities to write for a variety of different reasons e.g. creative/story writing, poetry, letters, reports, science experiment write ups, etc. As they learn to write they also learn initial sounds, phonic blends and letter strings. Spelling is felt to be an important skill and is taught in a systematic way, as are simple rules of grammar.

Writing is taught through a focus on key texts. These texts are enjoyed and shared and used to inspire the children's own writing.

### **Speaking, Listening and Thinking Skills**

All children need to develop their ability to listen, think and discuss. They need to think ideas and issues through, ask relevant questions and justify their opinions. This is done for example, through 'Talking Partners', small group sessions, investigation and problem solving. Plenty of time is given to open-ended questioning, discussion and context drama, to gain skills that will help them to be life long learners.

### **Mathematics**

We want our children to become confident, resilient mathematicians who demonstrate a love of mathematics. We follow a mastery approach so that mathematical understanding is deep and secure. Mathematics is taught to be necessary, purposeful and meaningful so children can use and apply their skills in everyday life. The national curriculum provides the basic structure for our mathematics teaching and it has three main aims: fluency, problem solving and reasoning. We support children to become fluent in the main concepts of mathematics using a variety of practical apparatus so that they develop conceptual understanding and the ability to recall and apply knowledge rapidly and accurately. Through our everyday teaching we develop children's confidence in reasoning mathematically by encouraging children to explain their answers and solve problems by applying their skills in different ways.

### **Science**

Relevant opportunities, activities and experiences are used to encourage children to acquire the skills of observing. The children will be encouraged to observe with care and precision and with measurements where necessary. It may include attention to texture, smell, taste and the ability to make sounds and the use of observation aids such as video film, photographs and computers. They will also hypothesise and be encouraged to put forward ideas that attempt to explain some happening or feature. Predicting will form another activity where children will be encouraged to put forward ideas about what may happen in the future or what will be found that has so far not been found. A core activity will be experimenting where the children will be encouraged to devise fair, safe and accurate tests. Children will be taught the various ways of recording, observation, recording and analysing and learning in science.

## **Computing**

Pupils will be taught how to use computers and tablets and have safe access to the Internet. We are supported in this through a specialist teacher, Mr Ellis. In addition to an IT Suite, each class has access to ipads. Children will be encouraged through computing to communicate ideas and information in a variety of ways; to capture, store, gain access, change and interpret information and to assess the content and presentation of information from various sources. They will also carry out mathematical investigations, make use of computing equipment to draw, design, make or compose; measure and control movement; and consider and discuss the social and ethical implications of computing.

## **Design & Technology**

Children will work with a number of materials, including plastic, metal, card, wood and food. They will learn how to use tools correctly and safely. Designing and making assignments in which children have the opportunity to work through the whole design and making process. They will focus on practical tasks, activities where the children engage in critical analysis to understand the principles of design, methods of manufacture and the appropriate use of materials. The aims are to build upon their practical capability in designing and making; be encouraged to stimulate originality and enterprise; develop skills using a range of materials and techniques and develop an understanding of the needs of design in order to evaluate their own and others work. They will investigate and question designs and contrast own ideas and develop vocabulary skills through using appropriate technical language to describe processes.

## **History and Geography**

Work is based on examination of evidence and artefacts. Visits are made within the local area and further afield to provide learning relevant to the children's experiences and locality. Other countries, life styles and traditions are introduced. Through the teaching and learning of history and geography, children are encouraged to develop a sense of responsibility for looking after the earth and of belonging to their community/society. They learn to value the culture and traditions they inherit from their families and from the community.

## **Art and Music**

Practical, creative and imaginative work is encouraged through the expressive arts using a range of materials and techniques appropriate to the children and the activity. Aesthetic awareness and an understanding of our culture and artistic traditions are developed. Topics are chosen to include understanding of other cultures and traditions. There is a good range of pitched and non-pitched percussion instruments.

In music, we follow Charanga for class lessons.

Our school also is part of the 'Archdiocese Singing Programme'. During the year, Classes in years 1 and 2 receive special class lessons for a singing teacher. This developed their musical understanding and confidence in using their voice.



## **Physical Education**

Each child is expected to take part in the full range of activities unless medically unfit. These include games, gymnastics, dance and learning basic skills of ball control, catching and throwing.

We are supported in this through the provision of a specialist sports coach.

## **Relationship, Sex and Health Education (RSHE)**

The RSHE curriculum embodies personal, social and health education and Relationship and Sex Education.

As a Catholic school, we follow the programme recommended by the Archdiocese called, 'A Journey in Love.' This programme encourages children from nursery to Year 2 to recognise how special they are, as they are created in the image and likeness of God. It encourages the children to build good relationships with their friends, family and community. Our teaching reflects our Catholic identity and mission and is both age and stage appropriate for our pupils.

Children are given opportunities to develop skills of working together, playing co-operative games and developing an understanding of and acceptance of the similarities and differences between people. Children are given accurate information about health matters, thereby encouraging the acquisition of healthy patterns of behaviour. Teachers frequently invite external visitors, such as the school nurse, to speak to the pupils about topics designated within the curriculum.

## **Spiritual, Moral, Social and Cultural**

In St. Margaret Mary's Catholic Infant School we aim to encourage pupils' spiritual, moral, social and cultural development throughout the curriculum and the life of the school, at the level of each individual child's understanding. This will be done in order to support the distinctive nature and ethos of the school and through living our Mission Statement 'loving, learning, growing, together with Jesus.'

Children will be given opportunities to explore their own and other religious beliefs and cultures; through Collective Worship; through teaching the values of forgiveness, freedom, tolerance, respect and relationships that are to be lived out in the daily life of the school by the whole school community.

# *Privacy Notice - Pupils, Parents & Guardians*

St Margaret Mary's Catholic Infant School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

## **Who Collects This Information**

St Margaret Mary's Catholic Infant School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

We may collect, store and use the following categories of personal information about you:

## **Categories of Pupil Information We Collect, Process, Hold and Share**

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including [ethnicity, relevant medical information, special educational needs information]).
- Images of pupils engaging in school activities
- Recordings of pupils and/or parents from the School's Video conferencing platform.
- Information about the use of our IT, communications and other systems, and other monitoring information;
- SIMS, Parent Pay, Sims Parent App, Invenry, Parents Evening School Cloud & Seesaw.

## **Collecting this Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## **How We Use Your Personal Information**

We hold pupil data and use it for:

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

## **The Lawful Bases on which we use this Information**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

## **Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with:

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software such as [Seesaw & PurpleMash].
- The Local Authority.

Recently the Department for Education have requested more regular data sharing on pupil attendance to help support those vulnerable and to assist with intervention strategies.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

[We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.]

We do not share information about our pupils with anyone without consent unless otherwise required by law.

### **Why we Share this Information**

For example, we share students' data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Storing Pupil Data**

The School keep information about pupils on computer systems and sometimes on paper. Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Full details on how long we keep personal data for is set out in our data retention policy.

Please contact the School Office if you require a copy of this policy.

### **Automated Decision Making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

### **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Information about how we retain information can be found in our Data Retention policy. Please contact the School Office if you require a copy of this policy.

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

### **The National Pupil Database**

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 NPD, go to -

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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>

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 education record], contact [Mrs Lackey – School Business Manager].

### **Requesting Access to your Personal Data**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you want to request information, please see our Subject Access Request policy, for the procedures we take.

### **Right to Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the School Office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your data, we request that you raise your concern with Mrs Lackey – School Business Manager in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Mrs Lackey – School Business Manager, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

## **Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

***updated 10.6.25***