

Iver Village Junior School



Believe. Achieve. Succeed Together.

Consents, Permissions and Notices

Iver Village Junior School
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Offsite Consent

The majority of our curriculum is taught on site however there are occasions where trips are planned to enhance children's learning. On these occasions, letters will be sent out to parents with the full details of the trip and a consent form which will need to be completed and returned to the school reception for permission to attend, pupils without signed consent will still be expected to attend school and will be taught in another class for the day.

Children that require emergency medical/dental treatment during the school day or during an out of school activity and it is not possible to contact person with parental responsibility (or designated as a contact), the staff member in charge at the time is authorised to give consent on the parent/guardian's behalf for the child to leave the school grounds.

Children may be invited to leave the school premises for local visits (e.g. to the Iver Village Infants School or St Peters Church). These will ALL be with at least one member of staff accompanying them at all times.

Online Consent

Computing at school – including the internet, email and mobile technologies, etc. has become an important part of everyday learning. We expect all children to be safe and responsible when using any ICT (Information and Communication Technology).

Parent Acceptable Use Agreement:

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, we ask you to agree to the following:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

We ask that you will not:

- Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers.
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Pupil Acceptable Use Agreement:

As pupils in the school, we would ask all pupils to read and understand the following to make sure that as a school, we can in the best position to guarantee each pupils safety.

- ICT should only be used for school purposes
- Email attachments should only be opened if from someone they school/pupil know or from those whom the teacher has approved
- Computing passwords should not be given out to other pupils
- I will only open/delete their own files
- I will make sure that all computing contact with other children and adults is responsible, polite and sensible
- I will not give out their own details such as name, phone numbers or home address
- I will not arrange to meet someone online
- I will be responsible for my own behaviour when using school ICT because it is understood that these rules are to keep everyone safe
- Support the school approach to online safety and not deliberately upload or add any images, video or sounds or text that could upset any member of the school community
- I am aware that my use of ICT can be checked and my parents/carers will be contacted if there are any concerns
- Understand that if I break any of the Online safety rules, I could have my username or password blocked.

Hugo and Ralph – School Dogs

Hugo and Ralph are two Maltese/Lasa Apso crossbreed dogs owned and cared for by Miss Bjorck. They are very hypoallergenic, gentle, exceptionally friendly and love spending time with people. Hugo and Ralph are very loving and (mostly!) well behaved; we believe that they have become real assets to our school. They spend most of the day in the School offices however they do like to sit with children in the library as they read or sit with children who are feeling upset or unwell.

There are many benefits to having school dogs and we believe it has a positive impact on various aspects of school life. Numerous research studies have shown the benefits of therapy dogs in schools. Therapy dogs have been working in schools across the UK for many years and are becoming increasingly more common as a result of the broad-ranging benefits achieved.

Dogs teach children responsibility, develop care, consideration and empathy. They teach children compassion, socialisation, promote children's enjoyment at being in school, wellbeing, increase confidence, enjoyment and progress when reading. Research has shown the benefits of children reading aloud to dogs: reduced anxiety, increased fluency and improved confidence. Last, but certainly not least, dogs are a lot of fun. They greet you with a wagging tail every day and can cheer you up even on your worst day.

Guidelines to interaction with the School Dogs:

Once interaction permission has been given no child shall be forced to interact with the school dogs if this makes them feel unhappy in anyway.

At all times interaction with the school dogs must be controlled and safe for adults, children and the school dogs themselves.

If the guidelines are not followed interaction with the school dogs will be stopped immediately. At all times of interaction, there must be an authorised adult who takes the leading role when interacting with the school dogs.

The following guidelines must be followed when interacting with the school dogs. These guidelines apply to all adults and children.

- Never enter the school dog's room without an authorised adult.
- If the door/baby gate to the school dog's room is shut, make sure you knock and wait for the authorised adult to let you in. Never let yourself in as the school dogs might not be ready.
- There must be an authorised adult present during all interactions.
- Always approach the school dogs calmly (voice and movement).
- Always approach the school dogs slowly.
- Never run up to the school dogs.
- To start an interaction, the back of a hand will be offered for the school dogs to sniff.
- Keep noise levels low during interaction with the school dogs.
- Only the authorised adult can move any of the school dog's resources, including food and treats.
- Only the supervising adult can participate in the school dogs toileting needs.
- No visiting adult or child will give them any food/treats.
- There must not be any interaction with the school dogs whilst they are eating.
- After all interactions with the school dogs, hands must be washed with soap and water/ hand gel.

Home School Agreements

At IVJS we will:

- We will strive to inspire all our learners
- Care for your child's happiness and inform you of any problems he/she may have
- Listen to your child
- Value your child, praise his/her efforts and achievements and encourage him/her to do his/her best at all times
- Provide a high quality education
- Encourage all children to take care of each other and their surroundings
- Keep you informed of your child's progress through regular consultation meetings and an end of year report

As a pupil at IVJS, we ask you to:

- Follow the school pledge
- Be kind and sensible and look after the younger children
- Develop a growth mindset to my learning
- Try hard to do your best and ask for help when you need it
- Do your homework and hand it in on time
- Respect other people; listen and not interrupt
- Respect other people's property
- Be kind and respectable on appropriate forms of social media.
- Be at school at least 96% of the school year or above

As a family, we ask you to:

- Ensure that your child attends school for 96% or above of the school year
- Ensure your child arrives at school punctually, and is collected promptly at the end of the day
- Actively support our child's studies
- Attend consultation evenings and other meetings concerning our child's education
- Support the school's ethos and policies
- Try to make sure our child's homework is returned on time
- Hear your child read at least 3 times a week
- Avoid taking your child out of school during term time and always inform the school when your child is absent
- Avoid making unnecessary comments on social media about our school.

Healthy Eating

Our Aims:

As a UNICEF rights respecting school, we believe that every child has the right to the best possible health, including access to clean water, nutritious food and exercise. At Iver Village Junior School we hope that we can not only provide our children with this basic right but support them in having positive attitudes towards food and ensuring they leave our school able to make healthy choices related to diet and exercise.

As a school we will:

- Plan and teach a broad and balanced curriculum which will ensure children leave the school with the knowledge needed to make healthy choices and lead a healthy life. Ensuring that all children know what is required for a diet to be considered healthy and balanced.
- Plan and teach a curriculum which begins to support children in understanding and developing the skills need to plan, prepare and cook healthy meals.
- Ensure that drinking water is accessible throughout the day either using a bottle brought in from home or water fountains around the school.
- Have the opportunity to use the school breakfast club where there will a healthy breakfast option offered.
- Have the opportunity to order a school dinner. School dinner providers will offer a range of healthy meals for pupils to choose from.
- Ensure lunch times are closely monitored by staff to ensure that all children eat a good portion of their lunch and will feedback any concerns to parents.
- Staff will monitor the contents of children's packed lunches and will raise any concerns that they have.
- Ensure children have the opportunity for physical activity at all playtimes and through 2 hours of taught PE lessons in school.
- The school will support parents with ideas for healthy food for children and offer events to showcase these.

As a parent, we ask you to:

- Ensure your child receives a nutritious breakfast (either at home or at breakfast club) so they are ready to learn when school begins.
- Provide a healthy morning snack of fruit or vegetables.
- Ensure your child receives a balanced lunch either from the school diner or in a packed lunchbox.
- If providing a lunch box, ensure it is balanced with a sandwich or alternative (as carbohydrate) as well as foods from other groups such as fruit, vegetables and dairy.
- Ensure your child understands that treats can be enjoyed in moderation as part of a healthy balanced diet.
- Ensure your child comes to school with a clean, fresh water bottle.
- Ensure the school is aware of your child's dietary requirements both for medical and religious reasons.
- Ensure that your child has the right equipment to take part in physical activity in school every day (e.g. PE Kit).
- Encourage your child to take part in physical activities every day as part of a healthy lifestyle.

All members of the school community will respect this agreement by ensuring that no children come to school with:

Fizzy Drinks, Chewing gum, Sweets/ Large chocolate bars, Nuts of any kind or foods containing nuts.

Photo Consent

At The Iver Village Junior School, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website, in the local 'In and Around' magazine and on display boards around school.

We would like your consent to take photos of your child, and use them in the ways described on the consent form. If you're not happy for us to do this, that's no problem – we will accommodate your preferences. If you change your mind at any time, you can let us know by emailing office@ivervillage-jun.bucks.sch.uk, calling the school on 01753 653 059 or just popping in to the school office.

Please note, for safeguarding reasons, all children will have their photo taken either by a member of staff or the school photographer so as a school we have a clear image of your child to keep on the school information system for safeguarding and in order to keep records of children visually who may have any medical or dietary needs. These will be kept in class for teacher's/cover teachers access.

If you have any other questions, please get in touch.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Conditions of use:

This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.

We will not re-use any photographs or recordings after your child leaves this school unless specific permission is given.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as "a science lesson", "Year 5" or "making Christmas decorations".

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Privacy Notice (How we use pupil information)

We, Iver Village Junior School, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, 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 data scores, tracking and internal and external testing)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs (for internal safeguarding, medical and dietary needs, school newsletters, media and promotional purposes)
- CCTV images for security purposes.
- catering and Free School Meal management
- payment details

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use pupil information

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

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care (including food allergies, or emergency contact details)
- to assess the quality of our services
- to keep children safe
- to meet the statutory duties placed upon us for DfE data collections
- to inform you about events and other things happening in the school
- to comply with the law regarding data sharing

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are: 2

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.

- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

How we collect pupil information:

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

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 our data protection policy.

Pupil files will follow the pupil when they leave our school. Where there is a legal obligation to retain the information beyond that period it will be retained in line with our retention policy.

We have data protection policies and procedures in place, including storing organisational and technical measures, which are regularly evaluated and reviewed.

Pupil Educational Record

This information is retained whilst the child remains at the school. Once the child leaves the school the information follows the pupil. This will include: to another primary school, to a secondary school, to a pupil referral unit or if for a different reason it will be sent to the Local Authority.

Special Educational Needs

This information is retained until the child turns 25. As with the Educational Record, the information follows the pupil. As a school, we can hold statements/EHC after the child has left for our own records (until the child turns 25) for a legal hold. Otherwise any information that is not sent on with the child is disposed of securely. For further information, please refer to our SEND policy.

Safeguarding/Child protection information 3

The retention period for this information is for 25 years. The information will be stored securely during this time with only designated people having access to it. Once the 25 years is over, the information will be reviewed and then disposed of securely and shredded. For further information, please refer to our Child Protection Policy.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school governors
- other parties where there is a legal basis for doing so
- school nurse
- police forces, courts and tribunals
- professional advisors and consultants

- educators and examining bodies
- OFSTED
- Suppliers and service providers –to enable them to provide the service we have contracted them for.
- Speech and Language Therapists / Occupational Therapists
- Educational Psychologists
- Medical Professionals

Why we regularly share pupil information:

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Examples for school census: 4 section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Examples for Assessment and Reporting Arrangements:

EYFSP - Section 40(2)(a) of the Childcare Act 2006 (Learning and Development Requirements) Order 2007 (S.I. 2007/1772)

KS2 - section 87 of the Education Act 2002. Article 11 of The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003

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

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

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 Miss J Digweed, Headteacher or our Data Protection Officer, Nicola Cook at Buckinghamshire Learning Trust.

You also have the right to:

- ☐ 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, blocked, erased or destroyed; and
- ☐ a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Miss J Digweed, Headteacher or our Data Protection Officer, Nicola Cook at Buckinghamshire Learning Trust.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- ☐ underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.

- ☐ informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).

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- ☐ supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- ☐ schools
- ☐ local authorities
- ☐ researchers
- ☐ organisations connected with promoting the education or wellbeing of children in England
- ☐ other government departments and agencies
- ☐ organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares> 6

To contact DfE: <https://www.gov.uk/contact-dfe>