



HIGHFIELD COMMUNITY PRIMARY SCHOOL



PROSPECTUS 2023/24

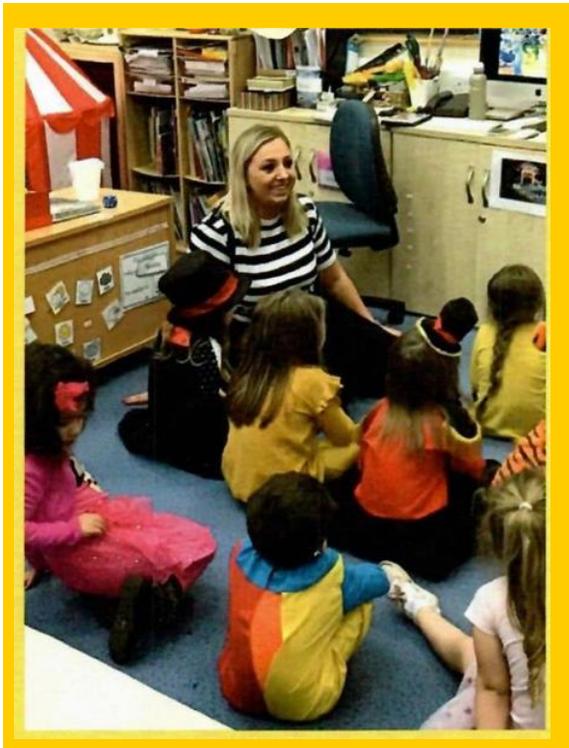
**Highfield Community Primary School
Whinfield Way,
Highfield,
Rowlands Gill,
Tyne and Wear,
NE39 2JE**

**Email: highfieldprimary@hcps.org.uk
Website: www.highfieldprimarygateshead.co.uk**

Tel: 01207 549882

Aims of the School

- ✓ Value every individual and to maximise the opportunities for his/her intellectual/moral, spiritual, physical, aesthetic and social development.
- ✓ Help pupils to develop lively, enquiring minds, the ability to question rationally and apply themselves successfully to tasks.
- ✓ Develop within the individual a sense of self-respect, and capacity to live as an independent, self disciplined and self motivated person.



- ✓ Develop within the individual the ability to contribute as a member of a co-operative group and to recognise his/her responsibility within a community.
- ✓ Provide equal opportunity for all pupils.
- ✓ Encourage a respect for others, and an understanding of and tolerance towards the various races, religions and cultures present in our modern society.
- ✓ Develop an awareness and appreciation of human achievements.



School Organisation

The school is classified as a Community Primary School catering for pupils aged 3-11 years.

School capacity is 158. This is 119 children from Rec to Year 6 and 39 place Nursery.

The pupils are organised in classes according to their age:

Key Stage	Age of Pupils	Class
Early years Foundation Stage	3 to 5	Nursery and Reception
Key Stage One	5 to 7	Year 1/2
Lower Key Stage Two	7 to 9	Year 3/4
Upper Key Stage 2	9 to 11	Year 5/6

Experienced Teaching Assistants or HLTAs support all these classes.

Admission of Children

To the Nursery:

Our school Nursery can take children in the term after their 3rd birthday if places are available. Our staff working in the Foundation Stage will arrange a 'Home Visit' to get to know the child, and to talk through arrangements for starting Nursery. Further information can be found in the Foundation Stage Prospectus.

To the School:

Pupils in the Reception class will start in the September of the school year in which their fifth birthday falls. A meeting is held in the Summer Term for parents and carers of pupils who will start in the Reception class in September. Parents and carers wishing to register their children in a class in school, should contact school and arrange a meeting with the Head Teacher to look around the school.



High Hopes Out of School Club

The out of school club is registered for 24 children.
It is run by a private provider and is open 7:30 - 9:00am.
Prices include breakfast.

Contact: Eleanor Borrowdale, Tel: 07535208528.

Email: highhopesoos@gmail.com



Inclusion

At Highfield Community Primary School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. The Local Authority has made a commitment that wherever possible, children with physical disabilities will be educated in their local primary school.

Our school is a new building with accessible toilets, ramp access, designated parking bays and a hearing loop. If shown to be necessary, and is practicable and reasonable to do, then minor adaptations to the building will be considered by the school and the Local Authority to enable a child to attend their local school.

In order that children with disabilities are not disadvantaged, the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.



School Session Times

Nursery	Morning 9.00 – 12.00	15 hours a week
	Afternoon 12.30 – 3.30	15 hours per week
Reception Years 1 -6	Morning 9.00 – 12.15	31 hours 40 mins per week
	Afternoon 1.15 – 3.20	

All children have a break from 10.40 -11am

Gates will open at 8.50 every day and will be locked at 9.00.
Children must be in school for 9.00

Special Educational Needs

Pupils with specific educational needs are taught inclusively in school with support from class teachers and teaching assistants.

On some occasions the school may use external support agencies to support teaching and learning such as the Speech and Language Team or the Educational Psychologist.

Pupil progress is continually monitored through regular assessments. Parents are kept fully informed about their child's progress at all times.

For more information please see our SEND policy which can be found on our website or you can request a paper copy at the school office.



The School Curriculum

Early Years Foundation Stage (EYFS)

The pupils in the Nursery and Reception classes follow the Foundation Stage curriculum which covers seven areas of learning:

The Primes Areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The Specific Areas

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Key Stage One and Two

There are 12 subjects taught in school:

- English
- Maths
- Science
- Design and Technology
- History
- Geography
- Music
- Art & Design
- PE
- Computing
- RSHE
- Modern Foreign Languages (KS2 only)

Religious Education and Assemblies

The school is not affiliated to any particular religious denomination.

We follow the Agreed Syllabus of Gateshead Local Education Authority.

Each day there is a non-denominational act of corporate worship, where emphasis on religious worship, moral and social development is stressed. Exemption from any periods of religious worship or instructions can be obtained by contacting the Head Teacher. Celebration assemblies are held every Monday in school, when certificates of achievement, Growth Mindset, PSHE, VIPs and prizes for attendance are handed out.

We strive to make sure that all children have full access to the school curriculum. All teachers help the pupils in their class to meet their full potential through differentiation of work and challenge. Our Equal Opportunities Policy is continually reviewed and updated. Please see our Curriculum Policies and Equal Opportunity Policy on the school website.



Relationships, Social, Health Education (PSHE)

At Highfield Primary School we believe that a high quality RSHE curriculum helps pupils to develop the knowledge, skills and attributes they need to thrive as individuals. We believe this helps children to achieve their potential by supporting their wellbeing and tackling issues that can affect their ability to learn, such as anxiety and unhealthy relationships. RSHE helps pupils develop skills like teamwork, communication and resilience.

Through our whole-school approach to RSHE, it is our belief that excellence in these areas will lead to excellence across the curriculum and beyond in later life. RSHE is taught from EYFS to Yr 6 on a weekly basis and as a school we follow the JIGSAW RSHE scheme with a strong emphasis on emotional literacy, building resilience and nurturing mental and physical health.

A broader RSHE programme through using the JIGSAW scheme will also cover economic wellbeing, careers and enterprise education as well as education for personal safety, including assessing and managing risk.

In September 2020 the Health education and Relationships aspects of RSHE became compulsory in Primary schools. Relationships and Sex Education (RSE) is learning about the emotional, social and physical aspects of growing up, relationships, sex, sexuality and sexual health. It supports pupils to gain accurate information, develop skills and form positive beliefs, values and attitudes. It also gives pupils essential skills for building positive, enjoyable, respectful, loving friendships and relationships, staying safe both on and offline. This enables them to take responsibility for their body, relationships, reproduction, sexual health and wellbeing.

We learn about: our lives, differences, valuing difference, keeping safe, growing up, puberty, relationships and reproduction. The curriculum is adapted for every year group and is age appropriate. Progressive learning outcomes are set for each year group and are taught by staff in school. We have an agreed scheme of work and resources (JIGSAW) which have been carefully selected and agreed by governors and in consultation with parents.

In Yr 5/6 a specific programme is planned based on a Healthy Body, which will cover some aspects of the human body and reproduction. This now forms part of the statutory National Curriculum for Science, in which the children learn about and describe the life processes of reproduction in some plants and mammals. They also learn about the changes experienced in puberty in humans.





Extra Curricular Activities

A wide range of extra curricular activities are offered to pupils of different ages.

Examples of activities include:

Forest School, Dance, Cookery, Lego, Spanish, Athletics, Rugby and many others.

A letter is sent out to parents and carers at the details of all of the extra and children are invited to sign up for a club.

Our of School Visits

Out of school visits are planned on a regular basis to support learning in a range of curriculum areas, and are seen as a vital tool in learning. Throughout the year, the children have many opportunities to visit a variety of places such as The Theatre Royal, St. Mary's Lighthouse and Whitehouse Farm.



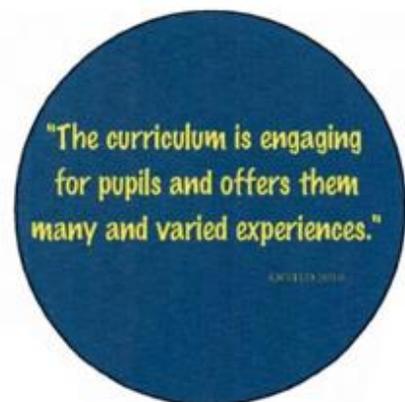
Every other year, the children in Year 5/6 go on a residential visit. The destination of this visit varies and in the past has included visits to Dukes House Wood on an outdoor and adventurous week visit.

Details of visits, consent forms and payments are sent out on ParentPay. Reminders are shared on Facebook and the website.



Charging Policy

The Governors have adopted the Gateshead LA Charging and Remissions Policy. As part of the children's education the school arranges activities such as educational visits. The school may seek voluntary contributions to support these activities to cover the costs. There is no obligation to contribute and pupils will not be treated differently if their Parents or Guardians are unable or reluctant to contribute. However, the school reserves the right to cancel any proposed activity should the level of voluntary contributions be insufficient to support the activity.



Parents or Guardians may also be requested to pay for broken or damaged property or lost books.

School Uniform

We actively encourage all of our children to wear school uniform. We feel that our uniform gives the children a real sense of belonging.

Uniform with the school logo can be ordered online from totstoteams.com who are based at Kingston Park.

Our school uniform is:

- ❖ Yellow polo shirt with the school logo.
- ❖ Navy blue jumper or cardigan with the school logo.
- ❖ Grey pinafore or skirt/ trousers black or grey.
- ❖ Black shoes.
- ❖ During warmer weather children can wear grey shorts or blue or yellow checked school dresses.

For health and safety reasons we expect children to wear PE kit for sports activities. PE kit comprises:

- ❖ Yellow tee shirt with the school logo
- ❖ Navy blue shorts
- ❖ A pair of trainers/sandshoes
- ❖ School tracksuits may also be purchased.

When pupils are being taught PE outside a tracksuit or jumper should be worn. Pupils who have swimming lessons should bring a swimming costume/trunks and a towel.



Jewellery

Jewellery must not be worn in school apart from a watch. If you wish your child to have their ears pierced we suggest that it is done at the beginning of the Summer holidays. Please check our website where you will find our latest school uniform policy.

Homework

Throughout the school, we encourage you to support your child with the completion of homework tasks. All children are given a reading book and a reading diary, which should be signed by the parent/carer and returned to school on completion of the reading book. Homework is sent out weekly as well as weekly spellings. Sometimes homework is sent out through our online learning platform and online sites.

School meals:

All school meals should be paid for on Parent Pay. School no longer take money for school meals. The current cost for school meals is:

Nursery: £2.35 per day for 30 hour nursery pupils

Reception and KS1: All children receive free school meals through the Universal free school meals project.

KS2 £2.90 per day

Pupils in school have lunch between 12.15 and 1.15pm.

Lunchtime supervisors supervise the children in the school hall and in the playground. When the weather is too bad to go outside, the children are put into groups and undertake activities indoors.

Any serious incidents are reported to the Head Teacher and/or Deputy Head Teacher. Unsatisfactory and unacceptable behaviour during the lunch period could result in parents being invited to support their child by taking him/her home for lunch for an agreed period of time.



Emergency Contacts

When a child is registered in school, contact numbers and addresses should be given in case of emergency. If these change, new contact details should be sent into school with the child.

Family Holidays During Term Time

Parents should not normally take pupils on holiday during term time because this could interfere with the child's education and progress.

Where parents wish to withdraw a pupil from school for the purpose of a family holiday, they must complete a holiday form and return it to school as soon as possible, and not less than 2 weeks before the first day of the pupil's absence. Forms can be obtained from the school office.

Medical Information

Please inform the school of any medical condition which may effect your child's schooling.

There are occasions when the doctor considers children, to be fit enough to return to school before their medication is completed. In exceptional circumstances where prescribed medication is required during the school day. Where this is the case, parents are requested to:

- complete appropriate forms (MED. (1) / MED. (2)).
- Provide the medication in its original box with the child's name and dosage required clearly labelled. Medicine should be handed into the school office.

Asthma

If your child has asthma and uses an inhaler, a spare one clearly labelled with your child's name and dosage required, should be kept in the school office for emergency use in school. This will also be taken on any school trip/outing.

Allergies

A record of allergies is kept in the school office and kitchen where food allergies are an issue. If your child has an epipen, please inform the school and provide a spare pen.

It is the parent's responsibility to ensure that the medication is collected at the end of each day.



Discipline

At Highfield Community Primary School we feel it is important that children develop positive attitudes towards themselves and others, together with self-discipline. The qualities of caring, courtesy and respect are fostered, and it is our aim that the children display independence and a sense of responsibility. It is felt that praise, together with positive reinforcement are the most supportive ways of achieving these aims. When poor behaviour occurs repeatedly, , parents will be informed and, where appropriate, the school will curtail or stop privileges. If poor behaviour persists, then parents will be consulted regarding the further action that will be taken.

The school's Behaviour Policy can be found on school website. It is based on children's rights and responsibilities The rights and responsibilities are as follows:

OUR RIGHTS:

- ✓ **The right to learn.**
- ✓ **The right to be happy.**
- ✓ **The right to be valued.**
- ✓ **The right to be safe.**

OUR RESPONSIBILITIES:

- ✓ **To arrive on time.**
- ✓ **To dress appropriately.**
- ✓ **To be prepared for the school day.**
- ✓ **To follow the 'Golden Rules'.**

Our Golden Rules

- ✓ **We are always kind – we do not hurt each other.**
- ✓ **We always work hard – we never waste time.**
- ✓ **We listen to people – we do not interrupt or shout out.**
- ✓ **We are respectful – we value everybody and their possessions.**
- ✓ **We are polite – we show good manners.**
- ✓ **We are honest – we always tell the truth.**

Complaints Procedure

The Head teacher and class teacher are always willing to discuss any concerns a parent/guardian may have about their child's education.

If, however, the discussion with the Head Teacher fails to satisfy the concern or issue, the parent / carer is entitled to refer their concerns to the Governing Body.

All details are available from the school office. These, along with the complaints policy can also be found on the school website:

www.highfieldprimarygateshead.co.uk

"The quality of teaching and learning is good and enables pupils to make good progress."

Ofsted 2018

"Pupils behave well and are respectful of each other and of visitors to the school. They demonstrate good manners and are keen to offer a welcoming smile and hello."

Ofsted 2018



HIGHFIELD PRIMARY SCHOOL

TERM DATES 2023/24

AUTUMN TERM

Start of Term	Half Term	Last Day of Term
Monday 4 th September	30 th October to 3 rd November	Friday 22 nd December

SPRING TERM

Start of Term	Half Term	Last Day of Term
Monday 8 TH January	19 th to 23 th February	Thursday 28 th March

SUMMER TERM

Start of Term	Half Term	Last Day of Term
Monday 15 TH April	27 th to 31 st May	Friday 19th July



HIGHFIELD PRIMARY SCHOOL STAFF

Teaching and administrative staff:

Headteacher: Mrs Claire Spencer
Deputy Headteacher: Mrs Deborah Irving
SENCO: Sally Castling
Class Teachers: Mrs H Johnson
Mrs L Hastie
Mrs H Porthouse
Mrs K Wake
Mrs K Simpson
Mr T. Allen

HLTA: Mr D Irving
Mrs A. Connelly
Mrs A Dawson
Mrs D. Dolan

Teaching Assistants: Mr D. Richards

Office Manager Michelle Tate
Receptionist/Admin Kate Bentley

Lunchtime Supervisors Ann Laing , Colleen Young,
Christine Scott, Claire Fisher

Governing Body

Head Teacher: Claire Spencer
Chair of governors: Ian Clydesdale
Vice Chair: James Barnes
Authority governor: Councillor Dave Bradford
Co-opted governors: Val Chilvers, Debbie Dolan and Louise Liddle
Parent governors: Sarah Crawford, Marie Sidgwick and
Charlotte Turton
Staff governor: Karen Wake
Associate member: Deborah Irving
Governing body clerk: Gabrielle Main





Privacy Notice: **Pupil and Parent**

1. Pupil and Parent Privacy Notice

Highfield Community Primary School (the School) is committed to keeping your personal information safe and secure.

This notice is intended to provide information about how the School will use or “process” personal data about individuals including current, past, and prospective pupils (“pupils”) and their parents, carers or guardians (referred to in this notice as “parents”).

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by its employees and service providers in the performance of their duties.

If you find this privacy notice difficult to understand, you can ask your parents or another adult such as your teacher to help you understand it.

2. Responsibility for Data Protection

The School is the data controller for personal information it collects and processes and is registered with the Information Commissioner’s Office (ICO), registration number Z7568850.

The Data Protection Officer, Sarah Burns, is responsible for ensuring the School complies with the Data Protection Law. Sarah can be contacted on SchoolsDPO@Data2action.co.uk.

The Headteacher is responsible for ensuring the school complies with the School’s policies and procedures in relation to Data Protection.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed.

3. The personal data we hold

We hold personal information about our pupils to make sure we can help them learn and look after them at school. For the same reasons, we get information about our pupils from some other places too, like other schools, the local council, medical and education professionals, and the government. This information that we collect and process includes:

- Personal information and contacts (such as name, date of birth, gender, nationality, unique pupil number, email address, telephone number and address)
- Photographs and video images



Privacy Notice: Pupil and Parent (cont'd)

- Characteristics (such as language, ethnic origin, religious belief and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Medical information (such as doctor's information, child health, allergies, medication and dietary requirements, information forming part of an Education Health and Care Plan)
- Special Educational Needs information (including the needs, information from other professional services, information contained in an Education Health and Care Plan)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Assessment and attainment information Key stage 3, 4 & 5, post 16 courses enrolled for and any relevant results
- School trip information (such as consents and current medical issues, or voluntary contributions made)
- Provision of educational software in support of teaching and learning
- Information to enable pupils/students to be provided with a school meal or Biometric information (fingerprinting) to enable the pupil to pay and be provided with a school meal
- Information required to meet our statutory requirements for statutory returns and audit
- CCTV captured images, to keep our premises safe and secure

This list is not exhaustive.

5. Why we use this information

We use this data to help run the school, including to:

- provide pupils with an education including career services and extra-curricular activities
- look after our pupils wellbeing and to safeguard our pupils' welfare providing appropriate pastoral (and where necessary, medical) care
- monitor pupils' progress and educational needs



Privacy Notice: Pupil and Parent (cont'd)

- enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school.
- maintain relationships with the school community
- help us with management planning and forecasting, research and statistical analysis and to enable us to monitor the school and School's performance
- monitor use of the school's IT systems in accordance with the school's Acceptable Use of IT Systems Policy
- receive information about current and prospective pupils from any educational institution that they attended
- confirm the identity of prospective pupils and their parents
- use photographic or video images of pupils in learning journeys or in school displays for legitimate educational purposes. Photographs for promotional use or for use in school newsletters or school or other websites or media will only be used with pupils'/ parents' permission
- create invoices and process payments for services such as school meals, school trips etc
- for security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with our legal obligations
- receive reports from any organisation that may be working with you/ your child
- where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school/School
- to keep you updated about the running of the school (such as emergency closures), events or activities including by sending updates and newsletters by email and post
- administer admissions waiting lists

6. Use of personal data for marketing purposes

Where parents have given us consent to do so, we may send information by email or text promoting school events, campaigns, charitable causes or services that may be of interest. This may include relevant and appropriate information about fundraising events held by the school or other local charities, or information about local commercial or not for profit services such as holiday clubs, child-friendly activities or other children's services.

Parents can withdraw consent or 'opt out' of receiving these emails and/or texts by contacting the school office.



Privacy Notice: Pupil and Parent (cont'd)

7. The legal basis on which we process this information

We will only collect and use pupil and parent information when the law allows us to, most often, we will use your information where:

- We need to comply with the law (in meeting the statutory duties placed upon us)
- We need to use it to carry out a task in the public interest (to provide our pupils with an education)
- Pupils, or their parents/carers have given us permission (consent) to use it in a certain way
- We need to protect your or someone else's vital interests (protect your life)

Where we have received permission (consent) to use your data, you (pupils and/ or parents/carers) may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

8. Collecting this information

Pupil data is essential for the schools' operational use.

While in most cases pupils, or their parents, must provide the personal information we need to collect, there are some occasions when you can choose whether to provide the data.

We will always tell you if it is optional or if you must provide the data and we will explain what might happen if you do not.

In addition, when a child joins us from another school, we receive a secure file containing relevant information called a Common Transfer File (CTF).

We ask parents to keep pupil information up to date. You will receive invites to register from your school and reminders to update your information regularly throughout the school year.

9. Storing information

We keep personal information about pupils and parents while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal or policy obligations.



Privacy Notice: Pupil and Parent (cont'd)

For information on how we keep your data safe please read our Data Protection Policy on the school website. You can also ask for a copy of the Data Retention Policy and Schedule from school which details the duration personal data is retained for.

10.Sharing pupil information

We share data for the reasons listed above (“Why we collect and use this information”). We will never sell your data.

We do not share personal information about you with anyone outside the school without permission from our pupils or their parents/carers unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law we may share personal information about our pupils and parents with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- A pupil’s family and representatives
- Educators and examining bodies
- Youth support / Careers guidance services (pupils aged 13+)
- Our regulator (Ofsted)
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities such as the School Nurse and other medical professionals
- Health and social welfare organisations
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations in support of pupils’ needs
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupils attend after leaving us
- Our ICT support supplier
- School meal providers where relevant allergy information is vital (usually primary settings only)



Privacy Notice: Pupil and Parent (cont'd)

- Suppliers and service providers and educational software providers in support of teaching and learning to enable them to provide the service we have contracted them for such as:
- SIMS – Our school information management system
- CPOMS – safeguarding and behaviour management system
- SMID - Data Management and Insight system
- Weduc – School Communication Strategy
- A Star Attendance – Attendance monitoring solution
- Group call/School Comms/ Parent Pay – our parent communication and payment systems
- Educational and Assessment Software – in support of teaching and pupil assessment
- Egress – to provide encrypted secure file transfer within Microsoft Outlook
- Office 365 – including Microsoft Outlook, Microsoft OneDrive, Microsoft Teams
- Google Workspace – including Google Drive, Google Classroom, Google Meets
- H&S Accident Reporting
- Parents Evening Booking Systems – Microsoft Teams Attendance, Soft Cloud

This list is not exhaustive.

We may also share your information with:

- other partners, where we have your consent for example, music teachers
- other third-party partners, where we have your consent, providing services such as after school clubs

12. National Pupil Database

We are required to provide information about our pupils to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. The Department for Education may share information from the database



Privacy Notice: Pupil and Parent (cont'd)

with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

13. Youth support services

Once pupils reach the age of 13, we are legally required to pass on certain information about them to the local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Once you reach the age of 16 you can object to only your name, address and date of birth being passed to the local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via secure email or transfer and is stored in their secure systems and held for no longer than is necessary to fulfil its purpose.

14. Transferring data internationally

When we share information or store it in our school systems, your data may be transferred outside of the UK. Where this is the case we will ensure organisational and technical measures are in place, including any necessary contracts, agreements or clauses necessary to protect your data and in compliance with UK Data Protection legislation.



Privacy Notice: Pupil and Parent (cont'd)

15. Your rights over your information

You have several rights over how your personal data is used and kept safe, including the right to:

- Ask to access your personal data, known as a Subject Access Request
- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Say that you do not want it used to make automated decisions about you (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- You may also ask us to send your personal information to another organisation electronically in certain circumstances.

To exercise any of these rights, please contact Mrs C. Spencer, Head Teacher

17. Contact us

Should you wish to exercise any of your rights or should you have any questions, concerns, or you would like more information about anything mentioned in this Privacy Notice, please contact Mrs C. Spencer, Head Teacher. Alternatively, you can contact our Data Protection Officer Sarah Burns, at sarah.burns@data2action.co.uk

18. Complaints

We take any complaints about our collection and use of your personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with the school direct or with our DPO in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: <https://ico.org.uk/concerns/> Call: 0303 123 1113



