

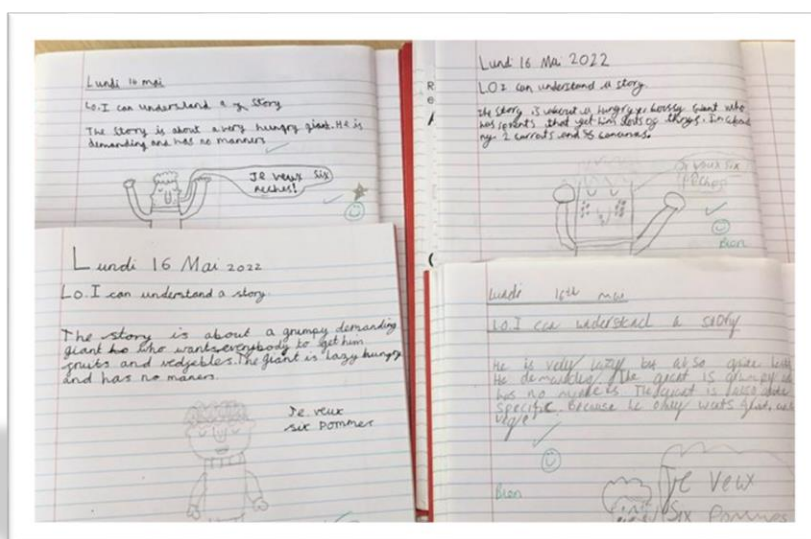
**Our Lady of Perpetual Succour
Catholic Primary School**

**Parent Handbook
2025 – 2026**



We learn to love everyone as Jesus loves us

Welcome to Our Lady's



At Our Lady's, we pride ourselves on the nurturing, inclusive and caring school community we have created for pupils, staff and families. Our mission statement is weaved into every aspect of our school life, ensuring that each and every pupil's potential is developed through a rich, creative and spiritual curriculum. Our children are challenged to become confident and independent learners who take pride in everything they do and achieve.

Pupils enjoy coming to our school because of the care and warmth they receive from every member of staff. At Our Lady's, staff work tirelessly to provide the highest quality of education, care and support for our children and families.

Nourishing home/ school relationships is a priority of ours as we know that by working together we can support your child in achieving their very best.

Although we are a Catholic Primary School, we also welcome children from other faiths and of no faith.

All children from Reception through to Year 6 are expected to wear our school uniform.

All children, regardless of faith take part in RE lessons following the Archdiocesan 'Know you more clearly' and 'Come and See' programmes.

Parents must contact the Headteacher if they do not wish their child to take part in Prayer and Liturgy.



We learn to love everyone as Jesus loves us

Pupil Premium

The Pupil Premium is allocated to schools for children of statutory school age from low-income families who are known to be eligible for Free school meals (FSM) in both mainstream and non-mainstream settings: to children who have been looked after continuously for more than six months, previously looked after children and to children whose parents are currently serving in the armed forces.

Schools are free to spend the Pupil Premium as they see fit. However, we will be held accountable for how we have used the additional funding to support pupils from low-income families. We are required to publish online information about how we have used the Premium. This will ensure that parents and others are made fully aware of the attainment of pupils covered by the Premium and the extra support that they receive. This is published on our school website.

Pupil Premium has and will be deployed to staffing and resources meeting identified individual needs to enable children to maximise their progress and meet their potential in an atmosphere of trust and mutual respect.

In order to meet the above requirements, the Governing Body of Our Lady's will ensure that provision is made which secures the teaching and learning opportunities that meet the needs of all pupils.

In making provision for socially disadvantaged pupils, the Governors of the school recognise that not all pupils who receive free school meals will be socially disadvantaged.

The Governors also recognise that not all pupils who are socially disadvantaged are registered or qualify for free school meals. The Governors reserve the right to allocate the Pupil Premium funding to support any pupil or groups of pupils the school has legitimately identified as being socially disadvantaged.

HEALTH & SAFETY

Parent Access to School

- Parents are not permitted to walk through school with their child to class; the child will be accompanied by a member of staff.
- Parents wishing to see a member of staff should speak to Miss Horrocks or Mrs Houghton in the school office.
- No dogs are allowed on the school grounds. Anyone who does bring a dog onto the school grounds will be asked to leave.

Smoking

- Our school is a no smoking area. This applies to staff, parents and visitors. Smoking is not permitted in school or around the areas of the school.
- Children are taught in the Science and PSHE curriculum about the health dangers of smoking.

Safety of children

- Children must be collected from school by one responsible adult. Children under the age of 16 should not be collecting siblings from school. If someone else is collecting your child from school other than you, please inform the school as early as possible where a password will be requested which you need to share with the adult picking up.
- We understand that there are some parents who request that the child's mother or father does not pick up their child or have access to the child in school. The safety of your child is important to us and sometimes this can put the school in a difficult position if the adult still has parental rights. If this is the case the only way, we can refuse access is if we have a solicitor's letter stating that mother or father does not have parental rights. A copy of this letter should be kept in the child's confidential file in the school office.
- We understand that some children may wish to start wanting to walk home from school on their own particularly in the Summer Term. Obviously, this is at your own discretion, but we advise that children in only Years 4, 5 & 6 are given this responsibility. If you wish your child to walk home, we must have a letter from you (the parents) giving permission for your child to walk home on their own. Once your child leaves the school premises it is the responsibility of the parent to ensure the safety of your child and not the school.
- If you change your telephone number, mobile number or email address throughout the year it is important that you let us know about it. There have been times when we have tried to contact parents and we have been unable to. This also applies to change of addresses or any other information that you think the school needs to know.

SCHOOL UNIFORM

Our school colours are blue and gold/yellow.

Boys Grey Trousers, Girls Grey Skirt or trousers

White shirt and School tie, White blouse and School tie

Blue V neck jumper with school badge, Blue Cardigan with school badge (available from Boydells) Reception children do not wear a shirt and tie but a blue school polo shirt.



Black Shoes (not trainers)

White or grey socks or appropriate tights

In the summer, short grey trousers may also be worn. Girls may wear blue dresses. The blue V Neck jumper/ cardigan with the school badge is worn throughout the year.

We ask parents for full support for the correct school wear. The child in uniform identifies with their school and friends.

Their attitude and neat dress is reflected in good school work.

No jewellery - exception of small plain studs (no diamante) and a watch - is allowed.

Extremes of haircuts including 'passing' fashions are not appropriate in our school where our high standards of appearance are viewed with pride. Girls should wear appropriate hair accessories. You are welcome to see a copy of the school's uniform policy which highlights what our children should wear including what entails as an "extreme hairstyle."

We ask that all items are labelled with the child's name.

P.E

White and blue PE kit and black pumps. It is advisable to send children with dark jogging bottoms too, as lots of P.E. will be done outdoors. Local uniform shops are able to provide these items.

Physical
Education



It is important for health reasons for children to change for P.E. They need to change after the session. The same applies following after school activities. The children must not walk home in their uniform.

Children must remove earrings for PE lessons. If they are unable to do this, then they cannot join the PE lesson- again this is for health and safety reasons.

Swimming

Year 5 and Year 6 children accessing our Swimming Programme must have appropriate swimwear.



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Please note swimming lessons are an essential part of the National Curriculum and children are expected to participate in these lessons. If parents do not wish to allow their child to take part in swimming lessons a letter must be handed into the Headteacher with an appropriate explanation.

START OF THE DAY



- Children can enter the school building from 8.30am to 8.45am.
- Junior children will enter through the Y3/4 entrance
- Year 1 and 2 will enter by the KS1 entrance on the infant playground.
- Reception through the Foundation stage gate.
- Registration is at 8.45am **prompt**.
- Arriving on time ensures a calmer start to the day and allows your child and all children to receive improved learning opportunities. It is important that your child arrives in school promptly.

ILLNESS

We understand that children are occasionally ill and are unable to attend school.

If this is the case, then we expect parents to: -

1. Contact school before 9.00am
2. Depending on your child's attendance record, school may require medical evidence.



ATTENDANCE

All children's attendance is monitored and reviewed by Jackie Burke our Education Welfare Officer.

Please note that due to national guidance from the Government, school cannot authorise any holidays during term time, unless there are "exceptional" circumstances.

A penalty notice may be issued in respect of unauthorised absence from school. The cost of each penalty notice will be £160 (£80 if paid within 21 days) for the first offence. Where a parent takes a child out of school and commits a second offence within a three-year period the penalty notice amount will automatically be set at the £160 with no reduction for early payment.

For any third offence in the tolling three- year period there will be no penalty notice but there will be a prosecution.

Parents may request further information from the school office.

The school must be informed by telephone on the first day of absence together with the reasons given or in person by the parent/guardian/carer to the School Administration Office.

The school will contact parents whose children are not in attendance on the same day of absence (if we have not been informed by 9.30am). When problems with attendance or punctuality are identified the School's Education Welfare Officer will become involved initially in a supportive way. This may include home visits.

Awards are given to classes and individual children for good attendance. Parents must fill in an Absence Request Form for authorised absences.

Children are only in school for 190 days. We expect every child to achieve at least 96.0% attendance.

MEDICAL APPOINTMENTS

- If possible, please arrange for any medical appointments to be made outside of school time.
- If appointments do have to be made in school time, then school requires to see proof of appointment.

MEDICINES

- Children who are prescribed medicine and need to have it administered in school must request a consent form from school, which then needs to be completed by you stating what medicine the child takes and the dose. Staff are trained to administer medication once forms have been completed and as long as it is prescribed by the doctor and has a label stating your child's name and dose required. These medicines will be stored in a secure cupboard.
- Children who need inhalers must keep them with them at all times
- Please ensure that there is sufficient medicine in school for your child.

ACCIDENTS

Unfortunately, from time to time, however careful we all are, accidents do happen. At present we have a number of staff who are qualified First Aiders and we have four staff who are paediatric first aiders. All accidents will be recorded in our accident book and depending upon the seriousness of the incident parents will be informed either immediately by phone, verbally when the child is collected or on an accident slip which will have been given to the child.

If it is an emergency, we will not hesitate to phone an ambulance.

Please ensure that your contact details are always up to date as this enables us to make immediate contact with you in the event of such an accident.

SCHOOL LUNCHES

- School lunches provide an excellent nutritionally balanced meal.
- We would recommend all children having a school meal.
- Detailed menus are displayed in school.
- All meals (£3.39 per meal) should be paid through the School Hub. If you need to be set up on this APP, please speak to the school office.



If you qualify for Free School Meals due to your personal circumstances, please contact the School Office for further information.

Learning to share a meal is a very important part of your child's education.

All children in Reception, Year 1 and Year 2 are entitled to a free meal and we encourage parents to take this up.

PACKED LUNCHES

- Please ensure that packed lunches are stored in suitable containers and bags with the child's name clearly visible.
- As we are part of Healthy Schools, we encourage you to provide your children with healthy packed lunches for school.



SNACKS

- Milk/toast/fruit or juice is available – milk is 30p, toast is 30p for 1 slice & 60p for 2 slices, fruit is 50p and juice is also 50p.
- Children can bring a piece of fruit from home too for snack. No other snacks are allowed.
- Children in the Infants will be provided with free fruit each day.
- We also encourage our children to drink plain water throughout the day – no juice or flavoured water is allowed. Children may bring in their own water bottle. Please ensure that the water bottle is taken home and washed daily. It is the responsibility of the child to look after their own water bottles. We have purchased water coolers throughout the school for the children to use.
- All snacks are to be paid through the School Hub



CHARGING & SCHOOL TRIPS

If you want your child to have an enriched curriculum with exciting learning opportunities, then we ask all parents to contribute financially. If you are experiencing financial hardship, please contact Miss Nuttall who will listen sensitively to your situation.



PAYMENTS

- All payments are to be made through the School Comms Gateway.

BULLYING

Bullying is repeated behaviour which makes a person feel unhappy, uncomfortable, intimidated or persecuted.

- It could be persistent name calling or spreading rumours.
- It may be excluding someone from an activity.
- It might be unwanted physical contact.
- It may be cyber bullying

We do not accept any form of bullying and all staff will treat this with utmost seriousness.

BEHAVIOUR

We expect the highest standards of behaviour from all children at all times. However, at times we all do things wrong, it is our job, with your support, to make children understand what they did was wrong, why it was wrong and how to put it right. We appreciate and expect your support with how we deal with behaviour at Our Lady's.



HOUSE SYSTEM

All children from Reception are allocated to a House on entry to Our Lady's. Each week house points are collected and presented at the Celebration Assembly on Fridays

PARENT AND TEACHER MEETINGS

Can I talk to the teacher?

As the staff are in class with children it is not possible to have a chat with them in the mornings. However, a message can be left with the office who will let staff know. An appointment can be made to see the teacher at the end of the day.

Please contact the school office where Miss Horrocks or Mrs Houghton will be glad to arrange an appointment for you.

PARENT MEETINGS

We expect all parents to attend. It shows your child and school that you value their education. Meetings are held in the Autumn Term and the Spring Term and you will be notified in advance of these meetings.

You will also be provided with an end of year report,

All children have an entitlement to:

- A daily English lesson
- A daily Mathematics lesson
- Religious Education following the Come and See/To Know You More Clearly programme.
- Taking part in acts of Prayer and Liturgy
- Weekly Physical Education lesson
- PSHE lessons
- A weekly Computing lesson
- Weekly Science lessons
- Handwriting and spelling sessions
- History, Geography, Art and DT lessons.

SCHOOL CURRICULUM YEAR 1 - 6

RELIGIOUS EDUCATION

We use the Liverpool Archdiocesan Syllabus 'To Know You More Clearly Programme' which is currently still been introduced a year group at a time. The programme covers all ages from Nursery to Year 6.

We try to live our Catholic faith daily, in our behaviour to each other and in our teaching and learning. In this way we aim to 'hand on' the faith to the children of Our Lady's School. In effect we live daily our Mission Statement.



R.S.H.E (Relationships, Sex, Health Education)

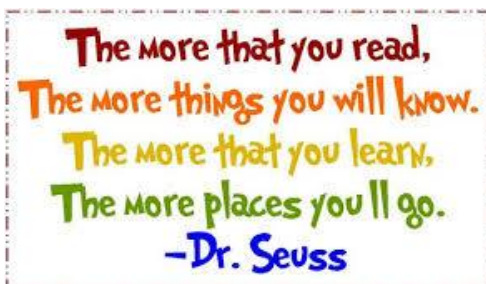
We use the Liverpool Archdiocesan Syllabus 'Journey in Love' to teach RSHE. Parents will be notified by letter when the Sex Education part of this curriculum is being taught and do have the right to withdraw their child from these lessons or discuss any concerns with the class teacher.

HOMEWORK

Children at Our Lady's will be given homework according to their particular age group.

We expect-

- Children to do the homework we set
- Parents to provide their child with support



READING How can parents help with reading?

Make reading fun

Read the book every day with your child, every day you will find something new. The more you read it with them the more they will get out of it.

Use the pictures (please do not cover them up!). The pictures are an important part of learning to read, they are not just there for decoration.

Return the book on the correct day so that your child can choose another book from our wonderful library.

Take them to your local library

Be a role model of reading, if children see you reading, then they are more likely to copy.

Buy them a book for their birthday or other special occasions.

Your child will receive a reading book and a reading record book. Please read regularly with your child and record this in their reading record book.

SPELLING

Children will be given weekly spellings, if appropriate. These may be High or Medium frequency words (the most commonly used words) or groups of words that follow particular spelling rules. The number of words given will vary.



How can parents help with spellings?

- Ask your child the spelling and they can either write or say the answer
- Support them using LOOK/SAY/COVER/WRITE/CHECK
- Identify the words in the book, especially their reading book
- Put the words in context, so that they understand the meaning of the word

MATHEMATICS

Children are expected to learn their number bonds and multiplication facts.

What are number bonds?

- Pairs of numbers that add up to a given total.
- Number bonds to 5 include (1+4), (2+3), (0+5)

Children are expected to learn their number bonds for rapid mental recall. This will help them throughout their life. They will learn number bonds to 5, 10 and 100.

Multiplication Facts

- Children are expected to learn multiplication facts up to 12×12 .
- The easiest ones to learn first are $x1$, $x10$, $x2$ (doubling) and then $x5$

How can parents help with number bonds and multiplication facts?

- Write them out
- Identify patterns in the numbers
- Play quizzes
- Ask questions
- Buy a wall chart

Objects are always a great way to support children with their number bonds and multiplication facts, especially if the objects you are counting can be used as a reward or treat at the end.



EXTRA-CURRICULAR ACTIVITIES

There is a full range of extra-curricular activities mainly based around sports team games. We also offer non-sporting activities.

All activities change throughout the school year. There are also other clubs, which operate for a limited time only, about which children and parents are informed.



EMPOWERING OUR PUPILS

School Council

Our Lady's school council is made up of 2 pupils from each class in Years 1- 6. The pupils are elected by their classmates. Everyone is invited to make a speech and stand for election if they wish to do so.

The objective of the school council is to help all pupils to;

- Enjoy and feel empowered by their education
- Feel that their school listens and responds to their needs and views
- Have a say about decisions, and to play an active role in making their school a better place
- Develop life skills through participation



Prefects

We recognise the importance of children taking on responsibilities around school and how this benefits their self-esteem and character. Our prefects are tasked with jobs such as supporting pupils as they move around the school as well as being expected to act as role models at all times. To become a prefect pupils apply for the role.

Wellbeing ambassadors

The wellbeing of our pupils is paramount and as such we have pupil wellbeing ambassadors who work with us and advise us on how we can best support children's wellbeing across the school. These ambassadors are chosen by the teachers from pupils who show an interest in the role. They then work with our staff wellbeing team throughout the year.

OPAL Play Rangers

Our OPAL Play Rangers are chosen by the teachers from pupils who show an interest in the role. They are an integral part of OPAL playtimes and help our Play Team to organise resources, as well as helping others to play safely. They collectively chose the winner of the Golden Welly Award every week.

Year 6 Play Leaders

All our Year 6 children are trained as Play Leaders and act as a buddy to the younger children during playtimes.

Other opportunities

Each class also has a variety of roles available such as monitors, class librarians and helpers.

STAFFING 2025 - 2026

Headteacher	Miss K Nuttall
Deputy Headteacher	Mrs A.Heston
Assistant Headteacher	Mr T Easby
SENDCo	Mrs A Heston
Reception Teacher	Miss E. Beckett
Reception Teaching Assistant	Mrs K Easby
Year 1 Teacher	Miss J de Beger
Year 1 Teaching Assistants	Miss C. Morris
Year 2 Teacher	Mrs C. Kevan
Year 2 Teaching Assistant	Miss C. Poulson
Year 3 Teacher	Ms E Morgan
Year 3 Teaching Assistant	Mrs N Jones
Year 4 Teacher	Mrs C. Sinclair
Year 4 Teaching Assistant	Mrs K.Campbell
Support Assistant	Ms C. Dunn
Year 5 Teacher	Mrs T. Richardson-Hignett
Support Assistant	Mrs L. Green
Year 5 Teaching Assistant	Mrs N Jones
Year 6 Teacher	Mr T. Easby
Support Assistant	Ms C Baggott
Office Manager	Miss R Horrocks
Administrative Assistant	Mrs. E. Houghton
Premises Officer	Mr. I. Daniels
Mid-day Assistants	Mrs E. Houghton Mrs M. McGarry Mrs C. Riley Mrs H. McGarty Miss K Bear Ms L Stockton Mr. I. Daniels
Cleaners	Mrs H. McGarty Ms D. Ashton
Kitchen Staff	Ms J. Pendlebury Mrs Y. McKeown

Holiday dates 2025-2026

2025: Autumn Term

Wednesday 3rd September School opens

Thursday 23rd October School closes for half term

Monday 3rd November School opens

Friday 19th December School closes

2026: Spring Term

Tuesday 6th January School opens

Friday 13th February School closes for half term

Monday 23rd February School opens

Friday 27th March School closes

2026: Summer Term

Monday 13th April School opens

Monday 4th May Bank holiday

Tuesday 5th May School opens

Monday 25th May Bank holiday

Tuesday 26th May School closes for half term

Monday 1st June School opens

Friday 17th July School closes for summer

INSET

Monday 1st and Tuesday 2nd September 2025

Friday 24th October 2025

Monday 5th January 2026

Monday 20th July 2026

Parent Code of Conduct

At Our Lady of Perpetual Succour Catholic Primary School, we are very fortunate to have supportive and friendly parents and carers.

We expect parents and carers to show respect and concern for others by: -

- Supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community
- Working together with teachers for the benefit of children
- Correcting own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour
- Respecting the school environment, including keeping the school tidy by not littering
- Following the parking rules and doing the right thing when delivering and collecting children from school.

In order to support a peaceful and safe school environment, the school cannot tolerate: -

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds
- Using loud and/or offensive language or displaying temper
- Threatening harm or the use of physical aggression towards another adult or child
- Damaging or destroying school property
- Abusive or threatening emails, phone or social network messages
- Smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated

Parent/Spectators are reminded that in Our Lady's Primary School we aim to:

- Show respect, dignity and total sportsmanship at all times – demonstrate appropriate social behaviour. The more your children see you acting responsibly, the more they will do the same.
- Respect the officials and the decisions they make and not get involved with the action on the court/pitch.
- Applaud good performances and efforts from each team.
- Encourage players to follow the rules and the officials' decisions and never ridicule a young player for making a mistake.
- Accept that any inappropriate behaviour will result in them being asked to move away from the playing area.
- Realise that the experience should be "FUN" for the child.

The above behaviour on school premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

COMPLAINTS PROCEDURE

The first point of contact is the child's teacher. If you are not satisfied with the outcome the next point of contact is the Headteacher, Miss Nuttall.

Every complaint will be listened to and investigated fully and dealt with as quickly as possible.

Parents will be informed of the outcome.

If you are not happy with the outcome, the second point of contact is the Chair of Governors.

The Chair of Governors can be contacted by letter addressed and marked 'private and confidential'. The letter should be handed to the school office.

Other governors including the parent governor must not be contacted or consulted with regard to any complaint at any stage. This is to prevent them becoming tainted and therefore excluded from any disciplinary committees that may be required as a result of the complaint.

Your child is our priority, we hope the information in this book will help you, to help your child to be organised, meet expectations and enjoy their time at Our Lady of Perpetual Succour Catholic Primary School.

We would ask you to keep this handbook safe as we hope it will answer many of the questions you may have now or in the future.

We wish you a happy and successful year at Our Lady's.

Thank you for your continued support.

Miss K Nuttall

Headteacher

Privacy Notice for Pupils and Parents

Our Lady of Perpetual Succour Catholic Primary 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 General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

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

Our Lady of Perpetual Succour Catholic Primary 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, and images captured by the School’s CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information.

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.
- To provide support to pupils after they leave 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 e.g. Time Tables Rockstar, Discovery Education website, Read, Write inc. and
- 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. Further information on how the Department for Education collects this data will be made available on the School website.

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 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, this can be found on the school's website.

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. This document can be found on the school's website.

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 the headteacher.

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 headteacher. 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 personal data, we request that you raise your concern with the headteacher 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 the headteacher, 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

Web: 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.

As always, we strive to continue each year to improve standards in Our Lady's in terms of:

- Punctuality & Attendance
- Behaviour
- Achievement & Attainment
- Curriculum
- After Schools activities
- Pupil Enjoyment & Engagement
- Learning Environment and Security