

# Rockwell Green Church of England Primary School



## School Prospectus

**‘Sharing life in all its fullness’**  
(John 10:10)

‘Pupils are clear about the high expectations that staff have of them. Pupils treat one another kindly. They work hard in lessons. Pupils enjoy learning the school’s curriculum. Parents appreciate the good communication that they receive about what pupils are learning. They describe staff as warm and approachable.’  
(Ofsted 2023)

I would like to warmly welcome you on behalf of everyone at Rockwell Green Church of England Primary School. The choice of school for your child is a very important one. We hope that you find the information within this prospectus helpful. If you have not already visited our school, we would encourage you to do so, so that you can learn more about life here. All the staff at Rockwell Green C of E Primary School bring great commitment and professionalism to their job of teaching and caring for children. If you decide to choose our school for your child, we look forward to working in partnership with you and hope that you and your child will be very happy and that they will be challenged in their learning.

Rockwell Green C of E Primary School is a happy and vibrant place to be, where all children are given the opportunity to thrive. We are a village primary school with seven classes, serving Rockwell Green and its surrounding area. We have a Pre-School – Rockets – with a highly experienced staff in a purpose built setting with wonderful areas both inside and outside in which the children are able to develop in all areas of learning. We take children from two years old and this means that the transition from Pre-School to Reception Class is seamless.

We strive to provide the highest standard of education and we want all children to achieve their potential. We feel that this is reflected in our school vision “Sharing Life in all its Fullness”; with this comes a commitment that all members of the school community try their best in all that they do. We strongly believe that a great education is achieved by working in partnership with parents and we enjoy building strong relationships with both parents and the wider community.

We believe that Maths and English skills are the key to future successes, but also the ability to be a healthy, caring, respectful and independent (thinking for themselves) learner, with traditional values underpinned by the Christian faith, will set them up for life. We also value highly the children’s skills and knowledge across the curriculum and strive to give them as many opportunities and experiences to show this. At Rockwell Green C of E Primary School we deliver an ambitious broad and balanced curriculum everyday.

Being at Rockwell Green C of E Primary School gives children the chance to engage in a wide range of exciting learning activities, which will provide them with the foundations for their futures and a depth to their learning. We aim for them to develop a strong self-confidence and the desire to be curious about their learning and to push their own boundaries. Language and vocabulary development are key to this and a strong part of our curriculum that then enables children to have strong communication skills that are vital in today’s world.

If you would like to find out more about Rockwell Green Church of England School, please do not hesitate to contact us.

Mike Berrisford  
Headteacher

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## **The School Aims:**

### **Our aim is:**

To serve the community, by providing an education of the highest quality; within the context of the Christian beliefs and practice.

### **Agreed values:**

1. To encourage children to reach their full potential, by providing a stimulating curriculum.
2. To promote Christian values.
3. To welcome children into a safe, inclusive environment.
4. To teach children to show respect for others.
5. To create a school, that prepares children for life in the wider community.

### **School Ethos Statement:**

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at the parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of the Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

### **As a Church of England School:**

We always try to treat children with consideration and respect.

As a result, we hope they will learn to respect other people and have a responsible attitude to the general care of the school.

We believe in the development of self-control and an acceptance of responsibility for their actions is essential if children are to live happily in a community.

We have six Christian Ethos Values that are embedded across and throughout the school. They are:

1. Respect
2. Service
3. Friendship
4. Compassion
5. Justice
6. Trust

These are our school expectations against which the behaviour of everyone in our school is considered. A Class Code of Conduct is agreed by each class at the beginning of the school year to enable success for all. This is part of the Relationship, Health and Sex Education (RHSE) discussions held.

Pupils are encouraged to be aware not only of their own needs but also those of others. We aim to develop values of **respect, tolerance, self-control** and a **sense of responsibility**.

As a Church of England Primary School these are key values embedded in the Christian faith to encourage our pupils in a way to behave. These values are promoted throughout every aspect of our school life, not only our RE teaching and Collective Worship, in order to support our behaviour management process.

Children are expected to move quietly and sensibly around school taking responsibility and showing respect for all. They are expected to enter and leave Collective Worship without talking so as to be ready for learning.

These important values can only develop in an atmosphere of support and understanding. It is the duty of all staff and parents to promote this atmosphere and to lead by example. Within this caring atmosphere, discipline is firm yet sympathetic.

We believe every child has a right to learn and will not accept others impacting upon this. If a child's behaviour is having a negative impact on the purposeful school atmosphere, communication will be held with the child's parents in order to discover the reasons for this and the best way forward for this child and the rest of the class.

### School Learning Behaviours

Our school Learning Behaviours are: Determination, Curiosity and Communication. We believe these crucial learning behaviours are key to being a successful learner.

These learning behaviours are talked about on a daily basis at school to challenge and extend learning. They are also celebrated in our weekly Celebration Assembly.



### Equality:

At our school we are committed to ensuring equality of education and opportunity for all our pupils, for their parents/carers, for staff and for all those receiving services from the school, irrespective of their gender, disability, ethnic background or other characteristics. We do this not simply to meet our statutory duties but because we believe diversity is a strength for our school and we will work proactively to address inequality and foster positive attitudes to diversity so that all those who learn, teach and visit here are respected and valued.

### Admissions:

For all children attaining their 5th birthday between 1<sup>st</sup> September and the following 31<sup>st</sup> August, entry is at the beginning of the Autumn Term.

This school has an admission level of 30 children per year. Rockwell Green C of E Primary School admits children in line with the LA admissions policy.



### **Induction to Badger Class (Reception):**

At Rockwell Green C of E Primary School, we have an embedded procedure to help your child settle quickly into school life. This is arranged by the Reception Class teacher and we look forward to giving your child and yourself the opportunity to spend time in the Badger's classroom before they begin in the September. We also welcome appointments for parents and children to look around the school and share our approach to children's education before applications for starting school are made in January each year.

Meetings take place between the school and the local Early Years providers so we can get a full understanding of all the children. We also offer two 'Play and Stay' sessions in the summer term before your child starts with us which gives both your child and yourself as a parent the opportunity to spend time in the setting and begin to get to know the staff and more our school.

Visits to the school are welcomed for parent/carers considering sending their child to Rockwell Green so they can discover more about our approach to education. Please make an appointment through the school office.

For details of the catchment area for Rockwell Green Primary School please use the link below to view the catchment area:

<https://www.somerset.gov.uk/education-and-families/school-catchment/>

Even if you are not in catchment you can apply for a place at our school without it impacting on your chance of your catchment school. We have children in our school from across Wellington and further afield.

### **Behaviours for Learning:**

Good 'Behaviours for Learning' are fundamental to being a successful learner. These include our Learning Behaviours (Determination, Curiosity, Communication) as well as being independent (thinking for yourself), reflective and resourceful.

In each classroom we use a 'Star Chart' to recognise and celebrate children who are demonstrating good 'Behaviours for Learning'. All children start the day on the 'sun' and then have the opportunity to move to the 'star' and then the 'shooting star'. Children who are on the shooting star at the end of the day receive a 'Golden Ticket' that goes into a special box we have in the hall and one 'Star Learner' is drawn from the box in Celebration Assembly. Children who are on the 'Star' and 'Shooting Star' also receive House Points.

### **Relationships, Health and Sex Education:**

The RHSE curriculum became statutory in September 2020 and is a key part of our curriculum offer. We follow the Coram Life Education SCARF (Safety, Caring, Achievement, Resilience and Friendship) materials that enables us to have a high quality, thorough offer in this important area of learning.

### **Pupils with Special Educational Needs:**

We acknowledge that there are some children who have physical, social, emotional and communication needs which can make it challenging for them to regulate their emotions and to integrate into the general life of the school, including its normal rules and routines. As a school, we aim to work in partnership with parent/carers to put provision in place which supports the best interests of these pupils as well as all other pupils.

### **Complaints procedures:**

Concerns should in the first instance, be brought to the attention of the class teacher or, where this is inappropriate, to the attention of the Headteacher.

If the class teacher does not resolve your concern then you need to talk to:

1. The Headteacher
2. The Governing Body

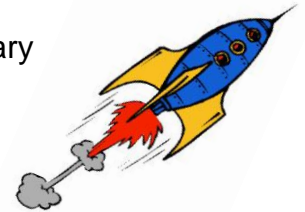
The vast majority of concerns can be cleared up within school and you are strongly advised to voice your concerns when you have them, in order to avoid them escalating. As a school we are very pro-active in dealing with these and the Headteacher and members of the school leadership team are both highly visible and approachable so these can be easily shared.

If on the rare occasion an issue cannot be resolved, there is a procedure for making a formal complaint to the Headteacher and/or Governors and details of this is available from the school and/or the school website.

### **Rockets Pre-school at Rockwell Green C of E Primary School**

Rockets Pre-School is part of Rockwell Green Church of England Primary School. Our fully qualified and experienced staff provide high quality care for children aged 2 - 4 years. We ensure that the children have a safe, fun and stimulating environment in a purpose-built setting.

We are open during school term times.



### **Opening Hours**

8.45am~3.15pm with the following choice of sessions available:

8.45 - 11.45

11.45 - 3.15

Children are welcome to stay for the whole day or a half day.

Optional uniform for Rockets can be purchased through the link below:

<http://www.rockwellgreen.deco-apparel.com/page/rockets-nursery>

### **Our setting aims to:**

- Provide high quality care and education for children primarily below statutory school age;
- Work in partnership with parents to help children to learn and develop; add to the life and the well-being of its local community, and offer children and their parents a service that promotes equality and values diversity.

### **The Session:**

We organise our sessions so that children can choose and learn from by accessing a range of activities and experiences. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new learning and help them gain new skills, as well as helping them to co-operate and learn alongside others. Outdoor activities contribute to children's health and wellbeing,



their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor space.



#### **Fees:**

The fees are charged per hour payable weekly or for the half-term. Fees must still be paid if children are absent and further details can be found in our 'Fees Policy'.

We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, then fees apply. The Funded Early Years Places are for children whose parents are either in receipt of certain benefits

or are working a certain number of hours. Application forms can be obtained from the Pre-School or can be made online. If you require any further information or would like to visit us, then please do not hesitate to contact us.

#### **The Early Years Curriculum:**

The Early Years Foundation Stage curriculum is for children aged from 0 to the end of the Reception year.

At Rockwell Green Church of England Primary School, we teach with a balance of direct teaching, smaller group teaching and a 'play based' curriculum. This means that the key objectives and skills laid out in the Government's Foundation Stage Curriculum are taught in the most appropriate way. In Reception children are assessed against seventeen areas of learning ensuring there is a breadth to develop the 'Whole Child'. The Characteristics of Learning are also taught (these link to our school Behaviours for Learning).

To find out more about our EYFS offer and the reforms that occurred in EYFS in September 2021 please click on the link below that will take you to our school website.

<https://www.rockwellgreenprimary.co.uk/eyfs-1/>

#### **Phonics and Reading:**

The development of your child's phonic and reading skills are absolutely vital to give them a good start to their education. Phonics and reading are the number one priority for our school and as well as focusing on this in school we ask parents/carers to join in partnership with us to develop and practise these skills at home too. We use Read Write Inc phonics across the school, starting in EYFS, where children are taught specifically what they need to accelerate progress. We aim to support children to keep up and be at the age related expectations for phonics. Partnership with home and using the resources we give to support is vital for this.



#### **Speech, Vocabulary and Language Development:**

Speech, vocabulary and language development is key to a child's development across the curriculum. Oracy is a key part of our curriculum across the school and as part of this we are working alongside a leading education charity called Voice 21. In addition,

in EYFS we use a 5 a day approach where children are having the opportunity to develop this through story, role play, rhyme and songs. It is also a key factor that staff focus on when interacting with children through play by commenting, scaffolding language and providing sentence structures for the pupils. To support this further in Rockets we use the Wellcomm Trust Toolkit where in Reception and then throughout the school we use a resource called Language Link. Both of these support in identifying the specific needs and then providing effective resources and strategies.

### **Starting School in Badger's class:**

All Foundation Stage children are invited to spend time in school in the term before they start as part of our induction programme. There is a parents' evening in the summer before to meet the teacher and talk about your child starting school. All children will start with a short part-time timetable in September to enable them to have a successful start.

### **The School Day:**

School starts at 8.45am and finishes at 3.15pm with the school gates opening at 8.35am in the morning and at 3.10pm in the afternoon.

Children should not arrive at school before 8.35am. The School (Governing Body and Staff) will not accept responsibility for your children before 8.35 am nor after 3.25 pm, unless special circumstances, such as an outing previously organised by the school, exist.

**It is important that children are not late for school.** Late arrival in the classroom can be upsetting for your child and can impact on their day of learning.

### **Collective Worship:**

Children meet for Collective Worship as a whole school on a number of days of the week in the school hall. They provide many opportunities for children to participate and reflect our Christian tradition and to learn about the school values. Celebration Assembly occurs on a Friday that parents are invited to attend.

Parents have a right to withdraw their child from the daily Collective Worship or from Religious Education. Any parent wishing to withdraw a child from either Collective Worship or Religious Education should contact the Headteacher to discuss the matter first of all.

### **Snack Time:**

KS2 children may bring an item of fruit or veg to eat at snack time. All children in Rockets and KS1 (Reception to Year 2) are provided with a daily piece of fruit or veg through the Government's fruit and vegetable scheme. Milk can also be provided and details of this scheme can be obtained through the school office.



### **Lunchtime:**

Children at Rockwell Green C of E Primary School can either eat a school meal or a packed lunch. Our school meals are provided by the Court Fields kitchen. Children in Reception and KS1 are provided a free meal through the Universal Infant Free School Meal initiative.

**Classes:**

We have seven classes, each with one Year group in them.

Reception: Badgers

Yr1: Hedgehogs

Yr2: Kingfishers

Yr3: Otters

Yr4: Squirrels

Yr5: Tawny Owls

Yr6: Woodpeckers

**Curriculum:**

All children have a right to a broad, balanced and relevant education which provides continuity and progression and takes individual differences into account.



All our learning at Rockwell Green C of E Primary School is designed to meet the requirements of the National Curriculum to help your child develop intellectually, emotionally, socially, physically and morally, so that they may become independent, responsible, confident and considerate members of the community.

**Forest School and Outdoor Learning**

We are blessed at RGS with our outside area. Every classroom goes onto an outside area and our school backs onto the Basins (a natural wildlife are). We aim to use this as much as possible and each class from Reception to Year 6 has either a morning or afternoon of Forest school in one of the half-terms through the year. Outdoor learning is also a daily part of the EYFS curriculum and any area of the school site can be accessed if needed.

**Home Learning:**

The purpose of home learning is:

- to encourage pupils to develop the skills, confidence and motivation to study effectively on their own;
- to consolidate and reinforce the skills and understanding developed at school (particularly maths and English);
- to extend school learning, for example through additional reading;
- to develop and sustain the involvement of parents in pupils' learning and keeping them informed about the learning pupils are doing;

**Children in need of support:**

Provision is made for all children with Special Educational Needs, including gifted and talented, children with learning needs, children with physical disabilities, children looked after and children with emotional and behavioural needs. Class teachers work in partnership with our Special Educational Needs Coordinator.



The School's SEN Policy clearly explains our position and role for children with Special Educational Needs and is available upon request and through the school website.

### **Religious Education:**

Religious Education is taught according to a non-denominational syllabus used in Somerset schools, which develops knowledge of Christianity whilst raising awareness of other religions too.

Parents have a right to withdraw their child from Religious Education. Any parent wishing to withdraw a child should contact the Headteacher to discuss the matter first of all.

### **Extra-Curricular Activities:**

We offer a range of clubs that children can participate in after school to enrich the curriculum. The clubs are run by teaching staff, qualified coaches and parents with the appropriate skills. In order to attend an after school club a written permission slip needs to be completed by a parent/carer and this is available at the school office.

### **Safeguarding:**

At Rockwell Green C of E Primary School, we take our Safeguarding responsibilities very seriously. This means that we have ensured (and will continue to do so) that everyone working in the school has successfully completed the necessary clearances to enable them to work with your children. It also means that we have a staff member who is specifically trained and nominated as the Designated Safeguarding Lead within school. This person is Mr Berrisford the Headteacher.

We would always hope to share any concerns we may have about your child with you, at the first opportunity as we hope you do with us about yours, or any other child. Part of our legal duty to safeguard your children may also include us needing to consult with, and take advice from, other agencies such as the Police, or Children's Social Care, should the need arise.

By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

Safeguarding being part of our school curriculum is also key as it enables children to understand how to keep themselves safe. This includes e-safety with lessons in class and assemblies each half-term but also how to hold a pair of scissors safely and cross a road safely.

### **School Uniform:**

Children should wear the school colours of royal blue and white.

All children should wear:

- ✓ either the official sweatshirt or cardigan with school logo or a plain royal blue sweatshirt;
- ✓ white shirts or white polo shirts;
- ✓ black or grey knee length skirts, pinafore dresses or shorts;
- ✓ plain black or grey school trousers or school shorts;
- ✓ plain black, grey or white knee length socks or black or grey tights.
- ✓ In the summer blue and white checked or striped school dresses may also be worn.



School sweatshirts and other items of uniform can be bought from:

<http://www.rockwellgreen.deco-apparel.com/>

Footwear should be plain black shoes/trainers and appropriate for everyday school wear. Heel height must not exceed 4 cm.

Shoulder length hair or longer should be tied back.

Children will also need a PE kit comprising of a royal blue t shirt, black or navy shorts and trainers. PE kit is worn to school on these days with their school sweatshirt and either black or navy blue jogging bottoms.

Trainers are for use in outdoor games; indoor PE is normally done barefoot.

For swimming, children will need a suitable one-piece costume. Bikinis, shorts and other leisurewear will not be permitted.

**All clothing must be clearly marked with your child's name.**

Items of clothing are frequently handed in as 'lost property' and their owners never traced because the clothing has not been named.

**The school cannot be held responsible for any lost property**

**Jewellery/body decoration:** Children should not come to school wearing long or large earrings.

**Children with pierced ears may only wear one pair of small plain studs in the lobe only with the safety backs on them, during school days and removed completely for swimming.**

Other body jewellery/decoration exposed during normal school activities will not be allowed in school; in particular: nail varnish, bracelets, necklaces, temporary tattoos, acrylic nails etc.

Hairstyles and hair accessories should not constitute a safety hazard. The school actively discourages making outrageous fashion statements.

Thank you for your cooperation and support.

**Parents wishing their child to be exempt from any of the school uniform rules, on grounds of cultural and/or religious tolerance (or any other grounds), should write to the Governing Body stating their case in full and await its written decision before sending their child to school.**

**Attendance and Absence from school:**

Good attendance is considered 96% and above by the Government. Research demonstrates that there is a clear link between good attendance, good attainment and achievement. As a school we celebrate good attendance and challenge parent/parents of pupils with poor attendance.

If your child is absent from school for any reason, it is a legal requirement that you let us know the reason by telephone or in person on the first day of absence.

If you wish your child to leave school during the day for an appointment, please ensure that we are informed beforehand. The school may ask for proof of this appointment.

Schools can no longer authorise holidays during term-time.

Amendments to the regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Regular time off for illness will be challenged and will require medical evidence (such as a printed appointment reminder, or prescription). Saying a child is “unwell” is not enough; parents will need to be specific.

In law, parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school.

The school has to keep a record of and report on, unauthorised absences which are inspected by Ofsted.

### **Charging:**

There are no compulsory charges for the usual curricular activities at the school.

Charges may be made for the following activities:

- school trips
- swimming
- residential trips
- Individual music tuition
- Extra-curricular after school clubs

The school has to ask for voluntary financial contributions in order for some activities to take place. No child will be excluded from an activity because the parents have not made a voluntary contribution. However, it may not prove possible to run a trip or visit if insufficient funds are forthcoming as the school has a very limited budget.

### **Medical Care:**

If your child is unwell at school, we will make every effort to contact you.

**It is very important that we have up-to-date home/work telephone numbers or other contact numbers.** Until we are able to contact you, we will take any action required in the interests of the child.

There are forms available from the office, for children who are on short courses of medicines which require administration during the day.

Whilst at school, children are given routine hearing and vision tests in Year 1 and height and weight checks in Reception and Year 6.

**Children who have on-going, regular medication will have a Healthcare Plan which is drawn up in consultation with parents, school and relevant Medical personnel.**

### **Parent Teacher Friends Association (PTFA)**

The school has an active PTFA that aim to enhance the opportunities and experiences that the children have. Over the last number of years they have made a significant financial contribution to new reading books, school trips, laptops and the forest school area. They are always looking for new members to join the team. The focus is on being a team with members offering what they can for the best for the children in the school.

### **Parent and Family Support Adviser:**

To enable children to gain the maximum benefits from education the school can refer families to access the support of a Parent and Family Support Advisor. This can be for support as a parent (the most challenging job of all), family issues, attendance, housing or to build partnerships between home and school. Meetings can be at school, home or somewhere convenient even during the school holidays. For further information, please contact the school.

### **Community:**

The health, well-being and cohesion of our local community are important to us. We recognise and celebrate diversity within our community. At Rockwell Green School we are fortunate to have a number of people from the local community who support the staff and children. A number of governors and members of the community volunteer to hear readers and undertake small group work. The vicar and pastor from the local church and Christian centre both regularly lead Collective Worship and we always celebrate key events in the Christian calendar (harvest, Christmas and Easter). These take place at Rockwell Green Church and parents are invited to join us.



In addition, we are affiliated with the Royal British Legion because we lay flowers on the war graves in Rockwell Green Cemetery once a month and the children also support a number of charities.

### **Home and School:**

We welcome the interest and support of parents in all aspects of school life. We aim to keep parents well informed about their children's education so that they see it as a partnership between home and school. A weekly newsletter is sent home to inform you of key dates and events. If you have a concern, the class teacher is usually available after school. Where this is not possible, appointments can be made. Formal consultations with parents (Parents' Evenings) are arranged in the Autumn and Spring Terms when children's progress is discussed. In the Summer Term, all children receive an end of year report from their teacher which you are invited to come in and discuss should you wish to do so. It is very important that you keep the school informed of any important changes that may affect your child. Please let us know promptly about any medical, physical or emotional needs of which you become aware.

### **Privacy Notice**

Our school needs to use data on pupils in order to be able to safeguard them and deliver the best education possible. Only essential data is held and there are clear processes in place that govern how we collect, use, store and share the data.

You have a legal right to be informed about how our school uses any personal information that we hold about your child. To comply with this, we provide a 'privacy notice' to you where we are processing personal data about your child.

This privacy notice explains how we collect, store and use personal data about your child.

We, Rockwell Green School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' on the last page).

### **The personal data we hold**

We hold some personal information about each child to make sure we can help them learn and look after them at school.

For the same reasons, we get information about children from some other places too – like other schools, the local council and the government.

This information includes but is not limited to:

- Contact details for the pupils
- Assessments of pupils learning
- Attendance records of the pupils
- Your child's characteristics, like their ethnic background or any special educational needs
- Medical conditions
- Details of any behaviour issues or exclusions
- Photographs
- Details of where the pupils go when they leave us

### **Why we use this data**

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

- Get in touch with parents/carers when we need to
- Check how each pupil is progressing with their learning and what the next steps might be
- Track how well the school as a whole is performing
- Look after each pupil's wellbeing

### **Our legal basis for using this data**

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide children with an education)

Sometimes, we may also use pupil's personal information where:

- Parents/carers have given us permission to use it in a certain way
- We need to protect a pupil's interest (or someone else's interest)

Where we have got permission to use pupil's data, parents/carers may withdraw this at any time.

Some of the reasons listed above for collecting and using pupil's information overlap, and there may be several grounds which mean we can use this data.

### **Collecting this information**

While in most cases parents/carers, must provide the personal information we need to collect, there are some occasions when parents/carers can choose whether or not to provide the data. We will always tell parents/carers if it's optional. If parents/carers must provide the data, we will explain what might happen if they don't.

### **How we store this data**

We will keep personal information about pupils while your child is a pupil at our school. We may also keep it after they have left the school, where we are required to by law.

Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils.

### **Data sharing**

We do not share personal information about pupils with anyone outside the school without permission from 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 pupils with:

<b>Who we share with</b>	<b>Why we share</b>
Our local authority	To meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
The Department for Education	We have to do this by law. This data sharing underpins school funding, educational policy and funding
Family and pupil representatives	To ensure that they know how the pupil are doing and to protect their welfare
Police forces, courts, tribunals and security services	As we are required to by law
Educators and examining bodies	To ensure that pupils are entered for exams and that the results are recorded
Health and social welfare organisations	Such as the school nurse and the Education Welfare Officer to help look after pupils health and wellbeing
Providers of electronic learning resources	To allow pupils to use their resources in class and at home

## **National Pupil Database**

We are required to provide information about each pupil 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.

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 for Education (DfE)**

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

- schools and 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 the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the 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>

## **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## **Your rights**

## **How to access personal information we hold about your child**

You can find out if we hold any personal information about your child, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about your child, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from yourselves
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your child's personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our data protection officer.

## **How to find out what personal information the DfE hold about your child**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your child's personal data
- for a description of the data they hold about your child
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your child's personal data and any details of its source

If you want to see the personal data held about your child by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

## **Your other rights over your child's data**

You have other rights over how your child's personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials

- Say that you don't want it used to make automated decisions (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
- Claim compensation if the data protection rules are broken and this harms you in some way

## Complaints

We take any complaints about how we collect and use your child's personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Amy Brittan DPO Schools [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*



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Chair of Governing Body: Mrs Samantha Rylatt