

TYDD ST MARY  
CHURCH OF ENGLAND  
PRIMARY SCHOOL



*A voyage of opportunity and discovery*

TYDD ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL

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# *Tydd St. Mary Church of England School*



*Churchway  
Tydd St. Mary  
Wisbech, Cambridgeshire  
PE13 5QY*

*Tel/ Fax: 01945 420269  
Email: [enquiries@tydd-st-mary.lincs.sch.uk](mailto:enquiries@tydd-st-mary.lincs.sch.uk)*

*Headteacher: Mrs. Sonya Ely BEd Hons NPQH*

Dear Parents,

A very warm welcome to Tydd St Mary Church of England Primary School!

Whether your child is just about to start school or is joining us from another school, it is a transition that can make parents and children anxious. Hopefully this prospectus is one of the ways we can help to make that transition as smooth as possible.

In the prospectus you will find useful information about our school, from our vision, values and aims to the practical details that will give you the information you most need. If you have any questions or concerns, at any time, please come and see us.

It is important to us that we work in partnership with all our parents to ensure the best for all the children in our care. Working together, we can ensure that your child has a rewarding, fulfilling and happy learning journey at our school, discovering new things and making the most out of all the opportunities offered.

Yours sincerely,

Sonya Ely.  
Executive Headteacher.



*Sharing*

*Aspirations*

*Inspiring*

*Learners*



*A voyage of discovery  
and opportunity*

### Visions, Values and Aims

Children are the centre of our vision. Through **shared aspirations** we aim for everyone to meet their greatest potential. We believe in providing opportunities for all to become confident, caring, self-motivated individuals with a passion for learning.

At Tydd St Mary's we foster a caring environment, promoting consideration and appreciation for others. We spend time developing self esteem, self discipline and independence. As a church school we take pride in developing the spiritual and moral education of children based on basic Christian principles.

Parents are always welcome in school. They are encouraged to discuss openly any concerns and to play an active part in the life of the school. Together we aim to develop the full potential of every child. We are proud of our children and our committed staff provide them with a good education, **inspiring learners**.

#### **We aim to:**

- Create a happy and secure community in which everyone feels valued and respected, with equal opportunities for all.
- Promote positively the spiritual, moral, cultural and social development of all children, always with a sense of pride, purpose and self motivation.
- Help children develop lively, enquiring minds by providing an imaginative, inspiring curriculum so that they can flourish.
- Establish an effective and constructive partnership between home, school and the community.
- Develop an understanding of our Christian foundation.

## GOVERNORS OF TYDD ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL

St Mary's is a Church of England Voluntary Aided School. The Governing Body consists of 12 members representing the Church, County and Local Councils, parents, teachers and staff.

Executive Headteacher	Mrs Sonya Ely
Chair of Governors	Mr C Browne (Foundation Governor)
Clerk to the Governors	Mrs H Creasey
LEA Governor	Mr Craig Booker
Foundation Governors	Rev Charles Brown
	Mrs L Kirkham
	Miss S Hornsby
	Mrs B Boor
	Mr Richard Bowser
	Mrs Helen Terrington
Staff Governor	Mrs Julie Smith
Parent Governor	Mrs Ebony Waters
	Mrs Nicola Taylor

Regular meetings are held to discuss the policies necessary to provide an effective and efficient organisation of the school. The Governing Body is supportive of the staff, pupils, parents and wider community working together to provide education of the highest quality.

## **STAFF MEMBERS**

### **Teaching**

Mrs Sonya Ely	Headteacher
Mr Mark Spelman	Years 5 & 6
Mrs Lucie Burton	Years 3 & 4
Miss Hollie Atkin	Years 1 & 2
Mrs Carolyn Thompsett	Reception

### **Teaching Assistants**

Miss Lauren Brown	Foundation Stage
Mrs Paula Van Dyke	Years 1 & 2
Miss Sandra Hornsby	Years 3 & 4
Mr Steve Ely	Years 5 & 6
Mrs Vanessa Neale	Years 5 & 6
Mrs Kelly Walker	1-1 Learning Support
Mrs Michelle Smart	1-1 Learning Support
Miss Lauren Day	1-1 Learning Support
Miss Jo Sherry	1-1 Learning Support
Mr Harry Walsh	Sports

### **Non Teaching**

Mrs Mary Want	Secretary
Mr Steve Ely	Caretaker

### **Midday Supervisors**

Mrs Jackie Lambert  
Mrs Vanessa Neale  
Mrs Michelle Smart  
Mrs Amy Woods

### **Breakfast Club Supervisor**

Miss L Day

### **Special Educational Needs Coordinator**

Mrs Dawn Howell

### **Emotional Literacy Support Assistant (ELSA)**

Mrs Holly Rodgers

**School dog** Kobe

## THE SCHOOL DAY

The school day begins at 8.50am and finishes at 3:20pm. In the morning the gates are opened from 8.40am and it is not advisable for children to arrive at school before this time.

Lunchtime is from 12:00 - 1:00 pm (12:10- 1:00 pm Key Stage Two). Hot lunches are provided daily by Long Sutton School and cost £2:30 and menus are distributed weekly to enable parents to select meals they wish their child/ren to have.

Please be aware that dogs **are not allowed** on the premises and the whole school is a no-smoking site.

The children are welcomed into the classroom from 8.40am each day and formal lesson time begins at 8.50am.

Bicycles can be brought to school and parked in the bicycle shed.





## ACCOMMODATION

The school is situated in the centre of the village and is housed in a modern building in its own grounds and adjacent to the village playing field. There are three classrooms, a hall, a resources room and an office and we have a purpose built Reception Class Unit. There is a play area and a playing field.



Parents are encouraged to use the car park at the back of the school on the playing field, by kind permission of the Parish Council.

## ADMINISTRATION AND ORGANISATION

Tydd St Mary is a Voluntary Aided Church of England Primary School. Children are admitted into the Reception class in the September in the academic year of their fifth birthday (September 1 - August 31), and leave in Year 6 to progress onto secondary school, at the age of 11.

The children are taught in four class groups: Reception, Years 1 & 2, Years 3 & 4 and Years 5 & 6.

If the standard number of 15 for a particular year group is not sufficient to meet the requests of all parents, then the following criteria will be applied (in the rank order shown) to determine how places will be allocated:

- Children in public care
- Children who have a brother or sister at the school
- Proximity of pupil's home to the school, those living nearest being accorded highest priority.

Details of our admission policy can be found on our school website [www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk).



## CURRICULUM

At Tydd St Mary we provide a lively, challenging curriculum that meets the requirements of the National Curriculum. Our concept of education is based on the individual, as learning is unique for each of us. We make three provisions for learning. These are:

- Class work
- Group activities
- Individual work



Literacy, Numeracy, Science and ICT are the main core subjects. Great emphasis is placed on these areas and they form the foundation and the framework for the wider curriculum which embraces: Religious Education, History, Geography, Personal Social and Health Education, Physical Education, Dance, Art, Design Technology, Music and Drama and French. There are many opportunities for your child to explore these areas in different ways and at different levels as they progress through the school.

**Religious Education** is taught throughout the school in accordance with the County Guidelines. It helps children gain a better understanding of Christianity and other faiths. We have close links with St Mary's Church and all children attend church four times throughout the year and an Act of Collective Worship is carried out each day in school. In all these acts of worship, as in our dealings with one another, the concepts of love, care, respect and tolerance are emphasised.

In Key Stage 2 all pupils are given the opportunity to learn to play a musical instrument- in Y3/4 this may be the ukulele, p-bone, djembe drums or samba drums and in Y5/6 they will learn to play the violin, viola or cello. The children also have swimming lessons annually at the Hudson Pool in Wisbech in the second half of the summer term. The School contributes towards the cost of this but parents are asked to pay for the cost of the coach.



Throughout the year various visits and visitors are planned into our curriculum to support and enhance the work we do in school.

Further information is available on our website [www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk)



## EXTRA CURRICULAR ACTIVITIES



We have a variety of after school activities, some run by members of staff and others by outside agencies where there is a charge (gymnastics for example). Parents will be advised of which activities are being offered each term and to which classes. Parental consent must be gained before any child can participate in any out of school activities. When children stay after school for clubs parents are asked to make satisfactory arrangements for them to be collected promptly when the activity ends. The children will be given advanced warning if for any reason the activity is cancelled.



We are currently offering a Breakfast Club, which is proving very successful. This runs from 8.00am each morning and costs just £1:50. Children are offered a variety of breakfast foods, and they then have the opportunity to join in activities such as playing games until school begins.



We also send home various information regarding other organisations who offer after school care, including activities run through the school holidays.

## SPECIAL NEEDS

All children have complete access to the National Curriculum. We strive to differentiate the curriculum to ensure that tasks are well matched to a child's ability. Systems are in place to identify and assess the needs of all pupils and we have assistants in school who support those children with Special Educational Needs. For some we also seek alternative professional advice. Parents are fully informed and consulted in all aspects of provision for their child.

For our more able children we offer the opportunity for accelerated and challenging additional work including homework, in order to reach their full potential.

Details of our Special Educational Needs Policy and the Local Offer can be found on the school website [www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk)

## **Pupil Premium Information**

The government introduced the Pupil Premium, which is additional to main school funding, to address the current underlying inequalities between children eligible for free school meals (FSM) and their peers by ensuring that funding to tackle disadvantage reaches the pupils who need it most. The Pupil Premium was introduced in April 2011 and is allocated to schools to work with pupils who have been registered for free school meals at any point in the last six years (known as 'Ever 6 FSM'). Schools also receive funding for children who have been looked after continuously for more than six months, and children of service personnel.

For further information parents are advised visit the DFE website <https://www.gov.uk/government/policies/raising-the-achievement-of-disadvantaged-children/supporting-pages/pupil-premium> .

For direct information regarding their child parents should contact our school Pupil Premium Champion- Mrs Lucie Burton.

To help ensure that we are able to claim the correct level of funding, please either complete the form attached or ask for a copy at the school office and return it to us once completed. Parents do not have to provide this information, but we would encourage you to register so that we receive the funding your child is entitled to.

## **PUPIL PREMIUM ELIGIBILITY FORM**

### **Principles**

**At Tydd St Mary Church of England Primary School we are committed to remove the gap in attainment between disadvantaged pupils and other pupils.**

- We ensure that teaching and learning opportunities meet the needs of all of the pupils
- We ensure that appropriate provision is made for pupils who belong to vulnerable groups, this includes ensuring that the needs of socially disadvantaged pupils are adequately assessed and addressed
- In making provision for socially disadvantaged pupils, we recognise that not all pupils who receive free school meals will be socially disadvantaged
- We also recognise that not all pupils who are socially disadvantaged are registered or qualify for free school meals. We reserve the right to allocate the Pupils Premium funding to support any pupil or groups of pupils the school has legitimately identified as being in need of intervention and support
- Pupil Premium funding will be allocated following a needs analysis which will identify priority classes, groups or individuals. However, all classes will have additional adult support every morning. Limited funding and resources means that not all children receiving free school meals will be in receipt of Pupil Premium interventions at one time.

**The range of provision the school has used the PPG allocation for includes:**

- Providing small group work with an experienced teacher/TA focused on overcoming gaps in learning
- The major focus of our work through the pupil premium is aimed at accelerating pupil progress – moving children to at least age related expectations in English and Maths.
- Pupil premium resources used to target able children on FSM to achieve greater depth.
- 1:1 Tuition

- Whole staff training
- Additional teaching and learning opportunities which have included subsidised day visits.
- Supporting transition arrangements for pupils new to the school with a high mobility rate.
- Breakfast Club provision
- After school homework support sessions
- Access to ELSA support (1 day per week)

### Overview of the School 2021/22

<b>Number of Pupils and Pupil Premium Grant (PPG) Received 2021/22</b>	
Total number of pupils on roll (NOR)	101
Total number of pupils eligible for PPG	19% of the NOR
Amount of PPG received	£28245

The impact of the PPG for 2020/21 has been:

Pupils have benefitted greatly from smaller class sizes, the enrichment of the curriculum and from the pastoral support on offer on their return to school. Validated data is not available.

## **Pupil Premium Grant received for 2021/22-**

To date current spending has enabled us to continue to

- provide a range of 1:1 and small group tuition using intervention programmes. These include Reciprocal Reading, Numbers Count and First Class at Number and Nessie.
- deliver bespoke Speech and Language programmes and Physiotherapy within the school environment and purchase the equipment necessary to do so, including NELI and ELKLAN.
- buyback Specialist Teaching so that formal assessments can be conducted and specialist advice sought where it is necessary.
- provide additional 1:1 daily reading opportunities.
- provide additional TA hours for those classes with a high % of PP children
- introduce sensory circuits for those children who benefit from this additional resource
- improve reading materials, magazine subscription and increase access to classic fiction through audio books to promote Reading for Pleasure
- Letterbox reading packs distributed to children
- Music 1:1 lessons

### **Pupil Premium Strategy 2021/22**

Further information can be accessed on the school website [www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk)

## SPORTS FUNDING

All primary schools are now in receipt of £8000 per year (+£5 per pupil) for Sports Premium. Our commitment to sport and activity is to ensure that all pupils have the opportunity to be involved in a range of sports and different activities that promote health and wellbeing.

Schools are able to make use of this funding in a variety of ways. At Tydd St Mary we have made use of the funding to employ a Gymnastic coach to delivery weekly sessions to every child in the school and each year we fund a Gymnastic Festival with 6 other schools from our Collaborative Partnership at the local Gymnastics Club.

The funding has also enabled us to increase our participation in competitive sports (both locally and at County level with School Games), increase physical activity at break times and we have been able to expose the children to a broader range of sporting activities (basketball and table tennis were introduced into the P.E curriculum in 2016/17) resourcing these sports to help staff teach them more effectively.

By working alongside Level 2 coaches (hired for gymnastics, basketball and table tennis) the knowledge and skills of all staff in the teaching of P.E has improved. We have also used the funding to train existing members of staff to Level 2 coaching standard.

A copy of our current Sports Funding provision and budget planning/ spending and impact can be accessed via our school website [www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk). School Games participation is also be updated online during the course of the year.

Our commitment to providing children with the motivation necessary to maintain a lifelong participation in physical activity and sport has seen the school work alongside local clubs (inviting them in to promote their work and arranging free tickets to watch fixtures) resulting in a greater number of pupils becoming involved in squad and team events beyond the school day. This has been particularly successful with our local hockey club, our local gymnastics club and our local basketball club who all compete at national level.

## HOME AND SCHOOL

We believe that contact between home and school is essential for each child's well being. During the school year there will be opportunities for parents to visit the school informally. Parents' evenings will be held on a regular basis Parent Information Events are held termly and the school also offers weekly Parent In Class sessions. If parents have any questions or concerns about their child, socially or academically, class teachers should be contacted in the first instance.

Throughout the year there will be a number of meetings and functions covering different aspects of school life, such as: open afternoons, coffee mornings, parent forums and of course the usual highlights of School Plays, Church Services and Sports Day.



## HOMWORK

When children have worked hard in school all day, they appreciate a time to relax and spend time with their families. However, we recognise the value of working at home together with parents. In the early years, homework may consist of reading, spelling or numeracy. All children from year 1 to 6 will receive 1 book containing homework activities for both Literacy and Maths. The front of the book will contain a weekly writing task (or occasionally a grammar/ punctuation exercise) and the back of the book will contain calculations. The homework will be handed out and collected in on a Friday every week giving children plenty of time to complete the tasks.

Additional phonics/spellings and reading will be given during the week. Children will be given the spelling word list appropriate for their year group to master during the course of the year in addition to the weekly pattern they are trying to master. We anticipate that reading and spelling should take no longer than 10-15 minutes a night.

## SCHOOL LUNCHESES

At Tydd St Mary Church of England Primary School we believe children should have enjoyable, healthy lunchtimes. Our lunchtime staff are working hard to provide a lunchtime when children eat healthily, have valuable social time with their peers, receive quality interaction with adults and have time to be active outdoors.

From September 2015 as part of any Ofsted inspection, the provision of food in school will be a focus. There are already rigorous standards, which have to be met regarding hot school meals and we are now expected to make sure that all food the children eat in school is well balanced nutritionally. Current menus can be accessed on our school website [www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk)

### **Universal Infant Free School Meals**

From September 2014, this new nationwide scheme has been available. This means that all children in EYFS (Toucans), Year One and Year Two (Robins) will be entitled to free school meals, regardless of income or eligibility for benefits.

**Receiving free school meals means that you can save up to £450 per year and ensures your child is eating a healthy, balanced meal every day.**

Having a meal at school has been proven to help children settle to learning quicker, improve their concentration and help with their energy levels and get them through an active school day.

At Tydd St Mary Church of England Primary School we fully support the UIFSM initiative and encourage families to take up the free lunch offer which provide our pupils with a healthy and nutritious meal.

Children in Years 3,4,5 and 6 are still able to purchase a hot meal at a cost of £2.30 a day. The money (cash or cheque made payable to Tydd St Mary Primary School) should be sent in a sealed envelope with your child's name, class and the amount written on the front.

Alternatively, your child can bring a packed lunch. We are really proud of our Healthy School status and so we encourage children to bring in a healthy packed lunch. If you would like some help deciding what to put into your child's packed lunch then the [British Heart Foundation website](#) has some great ideas - including low-cost and low-effort menus- as does the [Change4life campaign](#)

## CONDUCT

Strong emphasis is laid on sensible and courteous behaviour at all times. The children are encouraged to behave with care and thought for others.

If for any reason we are concerned about your child's behaviour at any time you will be invited to discuss it with us. Parental co-operation in this area is especially helpful, and I am sure that our combined efforts can usually produce a swift and significant improvement in the situation.

### **St Mary's Code of Conduct**

We are gentle, kind and helpful

We listen

We are honest

We work hard

We look after property

**WE KNOW THAT WE OWN  
OUR OWN BEHAVIOUR!**

# We are proud of ourselves and our school

**As teachers we are committed to**

- ❖ Developing each child fully
- ❖ Teaching effectively and aiming for the highest standards in both work and conduct.
- ❖ The pastoral care of each child.
- ❖ Providing regular contact with parents.

**We would anticipate the following commitments from parents:**

- ❖ To show by your example that you support the school and its aims.
- ❖ To ensure your child arrives in school on time and fully rested ready to tackle the day of work.
- ❖ To take a positive interest in your child's work and progress.



## MEDICATION, ILLNESS OR ACCIDENTS AT SCHOOL



The well being of your child is of great importance to us. Should your child be taken ill or have an accident at school we will contact you. **Please make sure we have up to date contact numbers for emergencies.** All members of staff have Basic First Aid Certificates. In the event of a minor fall or accident first aid will be carried out in school.

Please do not send your child to school if he/she is at all unwell. A sick child is unable to cope with the rigors of the school day and we do not have the staff or the facilities to give them the care and attention they need. Please note that children are not to return to school until there is a clear 48 hours since the last episode of sickness.

If for any reason your child needs short term medication during the day then you will need to be available to administer it. Children requiring long term treatment for conditions such as asthma or diabetes may bring in medication which will be kept in a secure place until required.

Any allergies your child has must be shared with staff so that we are fully aware and prepared.

## ABSENCE

If a child is absent at any time it is essential that the school be notified by telephone and a letter as soon as possible. Early warning of infectious diseases is especially helpful. If we do not receive notification of why a child is not in school by 9:30 we operate 'First Day Calling' and will contact you to determine why your child is absent. Cases of persistent lateness and unexplained absences will be referred to the Educational Welfare Officer.

## ABSENCE DUE TO HOLIDAYS

The law states that children may be granted leave of absence in certain exceptional circumstances. However, the reasons for the leave of absence must be exceptional for this absence to be authorised. All request forms should be completed prior to the leave being booked and are available from the school office. **Any absence unless deemed exceptional will be unauthorised, and may be noted by the Educational Welfare Officer resulting in Fixed Term Penalty Notices being issued.** Regular school attendance is very important. Children can lose confidence and become apprehensive if they miss work and the pattern of the school routine is interrupted. Our Attendance Policy is available via the school website [www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk)

## SUN AWARENESS



We encourage children to wear clothing which covers the skin and protects from the sun, including hats. Please do not send children in sundresses. An application of sun cream in the morning before your child comes to school should be sufficient to see them through the day.

## SCHOOL PHOTOGRAPHER

A photographer usually visits the school in the autumn term. Parents with younger children are invited to bring them along so that family groups can be photographed.



## Team of Parents (TOP)

We are very proud of the Team of Parents. Members of this voluntary group raise funds throughout the year by arranging events. This money is then used to support the children and school in a variety of ways, eg. paying for the children to attend the annual pantomime, not to mention the valuable contribution to the range of equipment that the children use regularly - computers, play equipment etc. Regular newsletters are sent out by the committee and all parents are most welcome to join the Team, please do not hesitate to ask for further information.

## PARENTS IN SCHOOL

Parent helpers are most welcome in school. Those working with us at the moment help in a wide variety of ways. If you have some spare time and/or some special interest or skill to offer us please do!

Each week we hold a Parents in Class session for each class at the end of the school day. Parents are invited into work alongside their children on current curriculum targets.

## SCHOOL UNIFORM



### Boys

Grey or navy trousers/shorts in summer  
White or blue polo shirt or shirt  
Navy blue sweatshirt with logo  
Navy blue or grey jumper

### Girls

Grey or navy blue skirt or tunic - pale blue striped/checked dress in summer  
White or blue polo shirt or shirt  
Navy blue sweatshirt with logo  
Navy blue or grey jumper/cardigan



Sweatshirts, polo shirts and book bags with the school logo can be purchased from the school office.

Sensible shoes and boots with no high heels. Jewellery may not be worn in school except for one pair of ear studs, which must be taped or removed for PE and handed to a member of staff for safe keeping. No make up including nail varnish to be worn in school.

### PE KIT

Shorts  
T-shirts  
plimsolls  
tracksuit for outdoor PE  
swimming costume/trunks

**PLEASE MAKE SURE ALL ITEMS OF CLOTHING ARE NAMED!**

The Caretaker keeps all lost property and all enquiries should initially be made to him.

## **UNIFORM PRICE LIST APRIL 2022**

SWEATSHIRTS	£10.45
CARDIGANS	£11.95
POLO SHIRTS	£8.50
PE SHORTS/ T SHIRT SET Inc PE BAG	£14.00
TSHIRT	£6.25
SHORTS	£5.95
BOOK BAGS	£4.95
PE BAGS	£4.75

## LOOKING AHEAD

At the age of 11, children transfer to secondary schools. Children from this school can transfer to Spalding High School for Girls, or Spalding Grammar School for Boys, if they meet the current 11 plus examination requirements. Other schools to which children transfer include: University Academy Long Sutton; University Academy Holbeach; Spalding Academy; and the Thomas Clarkson Community College in Wisbech.

There is also the Wisbech Grammar School, which is an independent fee-paying school. All relevant information is sent to parents in the year of transfer.



# *Tydd St. Mary Church of England School*

## **GDPR Privacy Notice**

### **Who processes your information?**

Tydd St Mary Church of England Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Clive Browne acts as a representative for the school with regard to its data controller responsibilities; he can be contacted on 01945 420269 or [enquiries@tydd-st-mary.lincs.sch.uk](mailto:enquiries@tydd-st-mary.lincs.sch.uk). In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Tydd St Mary Church of England Primary School upholds are imposed on the processor.

Clive Browne is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01945 420269 or [enquiries@tydd-st-mary.lincs.sch.uk](mailto:enquiries@tydd-st-mary.lincs.sch.uk).

### **Why do we collect and use your information?**

Tydd St Mary Church of England Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are

required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at Tydd St Mary Church of England Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Tydd St Mary Church of England Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared is maintained. Tydd St Mary Church of England Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Tydd St Mary Church of England Primary School uses your personal data.
- Request access to the personal data that Tydd St Mary Church of England Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Tydd St Mary Church of England Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.tydd-st-mary.lincs.sch.uk](http://www.tydd-st-mary.lincs.sch.uk)) or download our Data Protection Policy.

### **Declaration**

I, \_\_\_\_\_, declare that I understand:

- Tydd St Mary Church of England Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Tydd St Mary Church of England Primary School may share my data with the DfE, and subsequently the LA.
- Tydd St Mary Church of England Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Tydd St Mary Church of England Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.



**SCHOOL HOLIDAYS and TERM DATES  
2022/2023**

**Term 1**

Tuesday 6<sup>th</sup> September - Friday 21<sup>st</sup> October

**Term 2**

Monday 31<sup>st</sup> October - Friday 16<sup>th</sup> December

**Term 3**

Wednesday 4<sup>th</sup> January - Friday 10<sup>th</sup> February

**Term 4**

Monday 20<sup>th</sup> February - Friday 31<sup>st</sup> March

**Term 5**

Tuesday 18<sup>th</sup> April - Friday 26<sup>th</sup> May

**Term 6**

Monday 5<sup>th</sup> June - Friday 21<sup>st</sup> July