



# WESTFIELD PRIMARY SCHOOL



WESTFIELD ROAD

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EAST YORKSHIRE

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We are pleased to be sending you a copy of our school prospectus. If you are a new parent, on behalf of the staff and governors we would like to welcome you and your child to Westfield Primary School. If you already have children at the school, we hope you enjoy reading the new school prospectus which updates and replaces previous school information.

We want your child's time at our school to be happy and educationally fulfilled. To achieve this we believe it is vital for home and school to work together in partnership, supporting your child as well as we possibly can during his/her school life.

Such a partnership requires you as parents to:

- Support the school's aims and objectives.
- Encourage self-discipline in your child by re-enforcing the school's code of conduct.
- Ensure your child attends school regularly and on time and notify us of any reason for absence.
- Keep us informed of anything at home that might cause a change in the behaviour of your child e.g. illness or death in the family, divorce.
- Support extra-curricular activities such as homework, concerts, open days, sports days and parents' evenings.

We look forward to working with you.

Yours sincerely,



Mrs S Hickey  
Headteacher

Mrs Hilary Scott  
Chair of Governors



## **Information about the School**

### **Our School Vision**

#### **Succeed the Westfield Way**

School family  
Understanding  
Creativity  
Confidence  
Enjoyment  
Experiences  
Determination

*Supporting everyone to achieve their full potential*

### **Our School Aims**

Our aim is to ensure that all our children are happy, fulfilled and challenged in a rich learning environment which aims to cater for their individual needs and develops a love for learning.

We believe our priority is to establish a secure and relaxed atmosphere where:

- Children feel they can question, identify difficulties and overcome them without fear.
- Realistic goals are set for children's intellectual, physical, social and emotional development and where they are encouraged to set similar realistic goals for themselves.
- Children's own self-image is openly and positively valued by peers and adults.
- Children can understand and plan for the fact that their chosen actions have consequences both beneficial and prejudicial.



## **Visiting the school**

Choosing a school is one of the most important decisions parents have to make and we welcome parents to come and visit the school, see us in action and meet the Headteacher who will be able to answer any questions.

Westfield has a strong ethos and tradition of working with parents and involving them in the life of the school.

If you would like to arrange a visit please contact the school office to make an appointment.

Westfield school enjoys extensive and picturesque surroundings with an adventure play circuit and three playgrounds. We have well established grounds providing grassed and seating areas for our pupils to enjoy.

## **ADMISSIONS**

### **EARLY ADMISSIONS**

Westfield school has an Early Years class which enables children to begin school at the start of the academic year during which they reach five years of age (1st September—31st August). So that your child has the best start we have a programme of familiarisation; this will be discussed with you prior to admission.

### **RECEPTION**

We have established small nurture groups led by a key worker who will be the key contact person for you and your child.

Children being admitted to school in September will be invited to spend a morning/afternoon in their new class in July.

Our foundation stage staff visit feeder nurseries so that they have a chance to meet your child and discuss their needs with nursery staff.

Your child's class teacher will make an appointment for a home visit prior to admission so that you may have an opportunity to ask questions on a 1:1 basis. You will also be invited to a parents evening, when you will be able to find out about the daily procedures and meet the staff.

### **NEW STARTERS Y1 to Y6**

All children are welcome at Westfield and the school admits children at all stages of their development.

## School Uniform

Uniform encourages a sense of belonging and pride in their school. The school uniform can be ordered directly with our supplier at competitive prices. Details are available at the school office.

Sportswear is essential for PE lessons and pupils are expected to change for these lessons.

Each child is expected to change into a pair of indoor shoes to wear inside the building.

### Girls

Royal Blue sweatshirt

White or blue polo shirt or collared shirt

Grey / black skirt/pinafore or trousers

### Boys

Royal Blue sweatshirt

White or blue polo shirt or collared shirt

Grey / black trousers

### PE kit

T-shirt in house colours

Shorts - black

Plimsolls and trainers for outdoor sports

## The Governing Body

The Governing Body consists of the following members:

- 5 Parent governors, those persons who are elected to the Governing body of the school by parents of registered pupils and who are themselves parents at the time of election.
- 1 Local education authority governor; appointed by the Authority.
- The Headteacher.
- 1 Teacher governor; elected by and representing the teaching staff.
- 6 Co-opted members; chosen by the governing body one of which will be a member of school support staff.

The full governing body meets at least once every term with a range of sub committees meeting throughout the year to review and monitor all aspects of school life.

Minutes from the proceedings are kept, these are available at school for interested parents to read and are published on our website.

### **Complaints Procedure**

The Governing body and staff at Westfield pride themselves on the excellent relationship which exists between staff, parents and pupils at the school. With the open access that parents have to all the class teachers and Headteacher each day, problems and misunderstandings are quickly resolved.

We are however required under Section 23 of the Education Reform Act 1988 to set up a complaints procedure and make it known to all parents in the school's prospectus.

The guidelines for dealing with any problems that might arise in the school are as follows:

1. Initially speak to the child's class teacher.
2. If it is a matter which you feel is more appropriately dealt with by the Headteacher, arrange an appointment through the School Office.
3. If in the unusual event that you feel dissatisfied with the outcome of the meeting with the Headteacher, you have an opportunity to bring the matter to the Chair of Governors.
4. Having consulted with the Chairperson, if the complainant is still dissatisfied with the outcome, the parent can contact the Local Education authority. The Headteacher will be able to inform parents of the procedures, names and addresses of the relevant officers of the authority to contact.

A full copy of the Complaints Procedure can be found on the school website.

### **Behaviour Expectations**

All staff work hard to ensure that Westfield Primary School is a happy school and that everyone in our community, whether child or adult, feels valued and respected.

Good and responsible behaviour is encouraged at all times and our behaviour policy is based on consistently applied expectations based on school routines. We are a restorative school and we aim to develop a pupils understanding of the impact of their actions. If a child should behave inappropriately the actions taken will be reasonable and appropriate.

The class teacher usually deals with discipline but can call upon the senior leadership team, Deputy Headteacher or Headteacher for support.

If a child's behaviour starts to raise concerns, parents will be invited into school to discuss the problem, so that we can work together to support the child.

## Home School



## Communication

Westfield Primary School has had a long tradition of good communication between home and school. We encourage parents to sign up to our SeeSaw app to keep informed about their child in school. Parents are invited to make an appointment to see their child's class teacher each term. In the summer term a written report is provided for all parents. If you have any concerns please do not leave it to one of the parent teacher meetings as we are more than happy for you to contact us and we can make a mutually convenient time for a meeting. We are here to help as a partner in your child's education.

If the school has concerns regarding your child, we will contact you so that we can work together and support your child.

## Home School Agreement

The school issues a home school agreement to all new parents. This agreement signed by the pupil, yourself and the school outlines the undertakings of all parties in relation to the welfare and education of your child.

## The School Day

- **KS1**            **9.00-11.55 am**
- **KS2**            **9.00-12.00 am**

The morning bell will ring at 8.55 a.m. this indicates that pupils should enter the school.

Break:

- KS1 10.15-10.30 a.m.
- KS2 10.40-10.55 a.m.

### **AFTERNOON SCHOOL**

- **KS1**            **1.15-3.30 pm**
- **KS2**            **1.15-3.35 pm**

The afternoon bell will ring at 1.10 p.m. this indicates that pupils should enter the school.

Break:

- KS1 2.30-2.45 p.m.
- KS2 2.15-2.30 p.m.

**Please be on time.**

Try not to have the children waiting in the playground too early, ten minutes before school starts is early enough. The school cannot accept responsibility for children who arrive earlier than this.

Should there be a change to leaving times we will always give you plenty of notice so that you may make the necessary arrangements.

If your child cannot attend school, please inform the school by telephone. If the school is not contacted before registration the Administrative staff will be requested to make enquiries as to the whereabouts of your child, in order to ensure your child's safety.

Any absence which is not supported by a message from home is classified as unauthorised.

Children may be withdrawn from school for dental or medical treatment if appointments cannot be made out of school time. Appointments should be arranged for afternoon sessions where possible. On these occasions the child should be met from school and signed out. Parents are requested to complete an Exceptional Circumstances Request form for known absences of one session or more. These are available on the school website or from the school office.



### **The Curriculum**

The curriculum is divided into the following three stages:

- Foundation Stage Two – Early years (4-5 yr olds)
- Key Stage 1(5-7 yr olds)
- Key Stage 2 (7-11 yr olds)

During Key Stage 1 and 2 the pupils are taught according to the National Curriculum 2014. This provides the children with a broad and balanced curriculum. Our curriculum builds on pupil's interests and is thematic in approach. All children experience success, pace within lessons, high involvement, challenge and enjoyment. Curriculum letters are uploaded to the website at the start of each term in order to keep parents informed about the work their child is doing.



To ensure high quality teaching we use a wide variety of teaching styles, skills and resources.

Regular assessment and monitoring of the children's work ensures that progress is made.

### Early Years

The first stage of school is known as the Foundation Stage Two. The curriculum underpins all future learning by supporting, fostering, promoting and developing children's: personal and social wellbeing, positive attitudes to learning, social skills and attention skills

The Foundation Stage is organised into seven areas of learning:

- communication and language.
- physical development.
- personal, social and emotional development.
- literacy.
- mathematics.
- understanding the world.
- expressive arts and design.

Play is one of the major strategies we use to teach children to develop language and communication, comprehension skills for early maths and science concepts.

## Curriculum Subjects

### English

We want the children to develop a love for language, reading and writing. Each day they are provided with opportunities, assistance and the relevant instruction to help achieve their full potential in all aspects of the English curriculum.

In reading pupils are taught phonics and methods of approaching print and reading with comprehension and are presented with a full range of texts. Pupils experience a range of styles for a range of purposes and audiences. They are also taught the basic skills of grammar and punctuation. Good quality handwriting and presentation is a high priority and pupils are encouraged to develop good pen control and produce a legible fluent script.

Opportunities are provided for speaking and listening in a variety of situations across the curriculum and during poetry days, drama activities.

### Maths

We aim for our pupils to enjoy mathematics and have a positive attitude to the subject. The teaching of mathematics follows a structured programme and each new concept is taught through a range of differentiated activities. Formal teaching is balanced with practical activities where appropriate and, after discussion in class, pupils will consolidate their learning in written tasks or mathematical

investigations. Enrichment and extension is provided to stretch the more able children. Throughout the school regular assessments take place that monitor children's understanding and progress. We place a high focus on key facts such as number bonds and times tables.

### Science

Pupils are encouraged to find out about the world around them, stimulating their curiosity, respect for evidence, creativity and inventiveness. Throughout their science education pupils are encouraged to become independent learners, developing their sense of reasoning through investigations and by reflecting on their understanding. They will have opportunities to reflect and consider evidence. Children learn initially through first hand experience and communication plays a large part in the learning process.

Opportunities to work in groups and independently, through discussion and written work, pupils are provided with a range of interesting scientific concepts and skills. Science is taught in a cross curricular approach where possible.

### Computing

ICT is an essential part of our lives and will be a major part in our future. At school we teach specific computer skills, including coding, that will help them participate in the ever changing world of technology. The school is well equipped with a large bank of computers and iPads. Computing is linked with many subjects and pupils have lots of opportunities to extend their skills, including green screening. E safety is a high priority at our school and all pupils are taught how to keep safe online and in the digital world.

### Religious Education

Religious education follows the locally agreed syllabus and is non denominational. Collective worship takes place on a regular basis and a broad approach is taken with stories, beliefs of a range of religions and a strong focus on British values, citizenship and shared responsibility.

Parents have the right to withdraw their children from RE or collective worship. If any parents are minded to exercise this right they are asked to discuss the matter with the Headteacher. Throughout their religious education studies pupils will explore Christianity, Judaism, Buddhism and Islam.

### Art and Design

We hope all our pupils enjoy Art and design at our school. We encourage the pupils to respond to the world around them in a variety of ways, to record what they see or feel and to be able to represent their emotions and use their imagination. Some pupils are better able to express themselves through art and design than through any other subjects. All our pupils are provided with a range of interesting and exciting resources and are introduced to a range of skills and artists work. Children will be introduced to a wide variety of techniques and media and experiment and evaluate themselves. We celebrate pupils' efforts by displaying their work around the school and holding art exhibitions.

### History

Children are curious by nature and we encourage them to use evidence to find out about the past. Children learn best when they are motivated in their work and our history modules grab the pupils' interests and imagination. Many of our history modules finish with a theme day when the pupils can get in to role and experience first-hand about how people lived years ago.

Pupils visit a range of places and visitors come to school to capture pupils' interest and provide artefacts that they can feel and see.



### Geography

Geography is taught through a topic module approach and we recognise that it has strong links with mathematics, English and science. We help pupils develop geographical skills which enable them to acquire, adapt and use their knowledge of the world. The local environment is an important resource for learning and pupils go out into the locality whenever possible as part of their studies. Comparisons are made between other localities and more distant places.

### Music

All children at school experience music lessons; consisting of singing, listening and instrument playing. For those children interested and prepared to practice there are lessons in a variety of instruments through the music support service. The school has two excellent choirs in KS2 and regularly represent our school at a range of events.

Concerts and drama/musical performances take place annually and all pupils are encouraged to perform in front of their peers in assembly.

All musical instruments should be insured under their parents' own domestic policy.

### Physical Education

P.E and games is for all pupils in school unless they are medically unfit. If your child is temporarily unwell, a note from you will ensure they are excused from P.E. All pupils are expected to change into PE kit for this lesson.

At some point during Key Stage Two, each child is given the opportunity to learn to swim and a course of ten swimming lessons is provided whether they can swim or not. Pupils are encouraged to gain badges and certificates during this time. A range of physical activities are provided at the school, including dance, gym, games and outdoor activities. We offer the children a variety of experiences which encourage enjoyment, a sense of achievement for all and a sense of awareness of the importance of keeping fit and healthy. They will learn to handle equipment safely and become aware of other safety procedures in the physical education programme. Sports specialists provide extra sport in the curriculum and clubs are run after school and pupils have an opportunity to represent their school. Sports days take place annually and a healthy competitive spirit is encouraged.



The school is proud to have been awarded Gold in the Schools Games Mark and silver in the Youth Sports Trust awards.

## Design Technology

Design technology is the ability to combine designing and making skills with knowledge and understanding in order to design and make products which are fit for their intended purpose and involves a range of other skills in subjects such as art, mathematics, computing and science. Throughout their school life pupils will engage in design briefs and effectively apply the knowledge and skills learned, using a range of tools and constantly reviewing and evaluating their approach.

## Personal, Social, Citizenship and Health Education

PHSCE helps children to understand and respect diversity, different opinions and values; skills that will equip them to lead happy confident, healthy and independent lives as they grow up. Through a range of activities and experiences, we help them recognise their own worth and to take responsibility for their actions and learning. Sex and relationships education, drugs and health education are a particularly important part of this subject. The school links with a range of external or visiting speakers to bring reality and relevance to their studies. Learning to live harmoniously in our society is an important skill. Pupils learn how to take their place in society, how to maintain friendships and how to take responsibility for their actions. Pupils' self-esteem and self-worth is a key focus in this subject and pupils are given opportunities to reflect on actions and raise issues that prevail in their life. Our restorative approach is an important part of this programme.

## Sex and Relationships Education

The school treats sex education according to the developing needs of young children in our society. Teaching staff respond to questions which arise in a manner and extent appropriate to the age and development of the child. In later years the sex and relationships education programme is followed as laid down by our school policy, which can be found on the school website. Parents of these children are given the opportunity to view the teaching materials used in the programme of study. Well qualified and experienced professionals from outside school are also used to deliver this programme.

## Modern Foreign Languages

Our chosen language is French. Teaching is mostly oral and very little written work is undertaken. A programme of work delivered through song, role play, drama and games which ensures that pupils enjoy learning a foreign language and prepares them well for transfer to secondary education. A French specialist teaches French in Y4-Y6.

## Homework

The school has a homework policy and programme so that pupils and parents know clearly what work is regularly given and when it needs to be handed in. We aim to involve parents and much as possible in the education of their child.

- Each year every year group sends out a clear resume about the work they will be covering.
- Homework is sent weekly in different formats for all ages.
- The amount of time spent on the task will depend on the age and ability of the child.

### Extra-Curricular Activities

The school offers a wide range of after school and lunchtime clubs for pupils in Y1 – Y6. These activities vary from one term to the next and often include such activities as football, rugby, netball, art, judo, science, choir, French, coding, Minecraft, kick-boxing, dance, reading, green team, etc. Parents are sent details of these termly.



### Achievements

Pupils at the school are recognised in a range of ways so that their positive behaviour, academic achievement, effort and good citizenship are rewarded. Achievement assembly takes place weekly and awards presented for attitude, mathematician of the week, and writer of the week. House points are given throughout school and the winning house enjoys a house party each half term. Our half termly 'Right Choice' and "Always" awards are also used to promote high standards and good behaviour and good attitudes. Letters are sent home commending pupils on their effort and attitude.

### Special Educational Needs

At Westfield we involve parents as fully as possible in decisions about the education of their children

Some children find they need extra help at some point in their school career and looking after the needs of these children is an important part of school life. Our SEND co-ordinator monitors their progress and puts in specific interventions to meet their needs.

Class teachers constantly monitor children's progress. If problems occur Westfield has a comprehensive SEND policy to help to give guidance and support to teachers and pupils. We

- Identify any need as early as possible.
- Work closely with parents.
- Target resources at greatest impact.
- Involve other professionals to help us.

Differentiated tasks and materials are used to meet the needs of the pupils and the SEND co-ordinator works closely with class teachers to monitor the effectiveness of the pupil profiles drawn up to help them. Copies of the school's SEND policy and local offer can be found on the school website.

### Charging Policy

The Governing Body recognises the valuable contribution that a wide range of additional activities, visits, residential experiences and clubs make towards enriching the curriculum and for the children's personal and social education. A voluntary contribution may be requested for activities which take place in normal school hours. If insufficient contributions are received regrettably the activity cannot go ahead. We are confident that you will support these activities. Pupils in receipt of Pupil Premium (any child who has been in receipt of free school meals in the last six years, looked

after pupils, Armed Forces families or pupils who have been adopted from care) will have all trips and music tuition fees paid for using the school's Pupil Premium allocation. Pupils not in receipt of Pupil Premium must pay for music lessons which take place in school time and parents are expected to take out their own insurance for musical instruments whilst they are on the school premises.

### **Westfield School Association**

The parent teacher association is called Westfield School Association and is open to all parents, staff and friends of the school.

The aims of the WSA are:

- To initiate and lend support for school activities.
- To provide for the school facilities and resources over and above those provided by the school budget.
- To arrange social and community events for both children and adults.

### **Key Stage Three Transition**

We hope that your child has a happy and productive time at Westfield. At the age of eleven most pupils transfer to Cottingham High school. You will be notified of visits to the secondary schools before you have to make a decision and open evenings are held when you and your child can visit the school.

We have close links with the high school and opportunities are arranged for pupils to visit the school during their final year with us. Staff from Cottingham High School visit Westfield and numerous liaison events take place in connection to curriculum.

### **Volunteers in School**

We welcome parents to help in school. We never refuse an offer of help and welcome grandfathers, grandmas, mums, dads, aunts and friends of the school to share their interests and talents. Even if you cannot commit yourself on a regular basis you are welcome.

We are really grateful for the help our parents offer us and we hope you will also be able to help us. If you would like to come into school please contact Miss Rhodes via the school office. All parent helpers are asked to complete a criminal records check in the interests of safety for all our pupils and then if cleared they are welcome to come into school to help.

### **Medicines and First Aid**

While we want to encourage good attendance at school, an ill child is best being at home. If after an illness, the child's own doctor advises that the child is fit to be in school whilst still requiring some form of medication the school's policy is as follows:

- Only those medicines prescribed by a doctor 4 times a day will be given by school staff.
- Parents may if they wish come into school to administer medicine themselves.
- Inhalers can be kept with the child.
- If your child is ill whilst at school, you will be contacted.
- It is important that you inform us of any changes of contact details.

All staff undergo First Aid training and are able to administer basic first aid. Some members of staff have taken more advanced courses and concerns are transferred to them. First aid boxes are provided in all classrooms. In the unusual event of an accident of a more serious nature, emergency procedures would come into play and parents will be contacted immediately. Any child who has had a head bump will bring home a note explaining this to their parents so you may keep an eye on them.

### **Safeguarding and Security**

All staff undergo regular safeguarding training and child protection training. They are vigilant and report concerns to those with responsibility for safeguarding and child protection.

- Safeguarding Lead – Mrs M Harbottle
- Deputy Safeguarding Lead – Mrs V Garner

The care and safety of our pupils is always a priority and all external gates are closed at 9.15 am until 3.15 pm whilst the school is in session. All visitors are requested to wear an identification badge whilst on the property and sign in and out at the front entrance. If a child is to be collected for a medical appointment or are going home for lunch they must be signed out at the main office. No child is allowed to leave the school site without being accompanied by a responsible adult.

### **School Meals**

The school provides its own meal service and is proud of the quality of meals provided for the children. All meals are produced in the school kitchen and most diets can be catered for with sufficient notice. We are a healthy eating school and a balanced, healthy and appetising menu is available on the website.

- A menu is sent home to inform parents and children of the forthcoming meals.
- Your child will be asked each day what they are doing for lunch. Lunch money should be paid online using the School Gateway system. All meals should be paid for in advance.
- Children on special diets, vegetarians and those who are forbidden certain foods on religious grounds will require a note explaining what is required.
- Children in EYFS and KS1 are given fruit during the school day and KS2 pupils are encouraged to bring a healthy snack for breaktime. Sweets, crisps and fizzy drinks are not allowed in at breaktimes or in packed lunches.
- Due to the increasing number of pupils with nut allergies, we ask that no nut products are used in packed lunches.

### **House System**

Children are placed in one of four houses on entry to the school. Lincoln (green), Farringford (blue), Wingfield (red) and Tattershall (yellow). They are named after the last four ferries to cross the River Humber. The children will remain in that house throughout the school and subsequent brothers and sisters will not necessarily be placed in the same house team, please check with the school office.



Pupils receive house points for good work and effort each week and the winning house enjoys a house party every half term. Houses are also used for KS2 Sports day and inter-house sport competitions when the children compete in various events for their respective house.

### **Visits out of School**

A number of visits out of school take place whilst your child is at Westfield and visitors are invited to enrich and enhance the curriculum. In Year 6 a residential visit takes place annually to Robinwood Activity Centre. As a rule each class has one off site visit per year linked with their studies. All the staff plan thoroughly for the visits and risk assessments take place to ensure utmost safety for the children. Parents are often asked to accompany day visits and this enables the school to make sure that the children are generously supervised according to the guidelines laid down by the local authority.

### **Hometime at Westfield**

Hometime at Westfield, an external provider, operates a before and after school club. Details can be obtained at the school office.

We hope you have found the information useful. For any further queries, please contact the school office.

A handwritten signature in black ink, appearing to read 'S Hickey', with a long horizontal line extending to the right.

Mrs S Hickey

Headteacher





## Westfield Primary School - Privacy Notice (How we use pupil information)

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as EYFS, key stage and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- CCTV images – in public places only
- photographs and pupil images (e.g. school website and social media)
- online activity (monitoring use of email, internet and mobile electronic devices such as iPads)

This list is not exhaustive, to access the current list of categories of information we process please contact Mr Garnett.

### Why we collect and use pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to ensure school site safety (CCTV images)
- h) to provide attainment details to other schools as your child leaves this setting
- i) to co-operate with legal inquiries – eg if your child was injured at school
- j) to promote the work of the school through the website, social media and school prospectus
- k) for teaching purposes (for example to record a drama lesson)
- l) To ensure children are safe and not at risk through their online activity

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

- for the purposes of supporting pupil progress in accordance with the legal basis of legitimate interests
- for the purposes of monitoring and reporting on pupils attainment progress in accordance with the legal basis of legitimate interests
- for the purposes of appropriate pastoral care in accordance with the legal basis of legitimate interests
- for the purposes of assessing the quality of our services in accordance with the legal basis of legitimate interests
- for the purposes of keeping children safe in accordance with the legal basis of legitimate interests and potentially vital interests / legal obligation
- for the purposes of meeting statutory duties in accordance with the legal basis of legitimate interests and legal obligation
- for the purposes of site safety in accordance with the legal basis of legitimate interests and potential legal obligation
- for the purposes of providing attainment data with other schools in accordance with the legal basis of legitimate interests
- for the purposes of promoting the work of the school in accordance with the legal basis of legitimate interests
- for the purposes of teaching purposes in accordance with the legal basis of legitimate interests

Specifically the school has a legitimate interest in

- providing your child with an education
- safeguarding and promoting your child's welfare and the welfare of other children
- promoting the objects and interests of the school
- facilitating the operational operation of the school
- ensuring that all legal obligations of the school are complied with

In addition your child's information may be processed for the legitimate interests of others – for example when investigating a complaint made by another pupil

#### Legal obligation

Where the school needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your child to Children's Services. We may also need to disclose your information to third parties such as the courts, local authority, DfE or police where legally obliged to do so.

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

### **Contact**

If you would like any further information please see our website for full details on our privacy notice or contact Mr Garnett (Deputy Headteacher) Data Protection Officer.