

# Manor Park Primary Academy

Greyhound Road, Sutton, Surrey, SM1 4AW

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Head teacher: Ms D B Scrase



## PARENT HANDBOOK

SEPTEMBER 2020

**Outstanding leadership by the head teacher  
and other leaders ensures that pupils  
make exceptional progress.'**

***Ofsted 2015***



***'Parents are delighted with the school.  
They appreciate the help and support their children receive.'***  
**Ofsted 2015**



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# Welcome to Manor Park Primary Academy

## 1. Introduction

This Handbook has been produced for parents of current and prospective Manor Park pupils. It contains the answers to a lot of frequently-asked questions. We hope you find it a useful and practical addition to the information on the school website.

If you have any comments or suggestions for inclusion in this Handbook, please send them to the School Office at [office@manorpark.sutton.sch.uk](mailto:office@manorpark.sutton.sch.uk)

**If you have any questions** regarding anything covered in the Handbook, or questions that it doesn't answer, please try the following:

**Ask your child – you'll be amazed at what they do know!**  
**Look at the school website at [www.manorpark.sutton.sch.uk](http://www.manorpark.sutton.sch.uk)**  
**Enquire at the School Office, either in person or on 020 8642 0144.**  
**Ask other parents.**

**Please note** that this Handbook covers a lot of topics and precise details do change over time, so the school cannot guarantee the accuracy of all the information given.

## 2. School Contact Details

Address: Greyhound Road, Sutton, Surrey SM1 4AW. Telephone: 020 8642 0144.

Website: [www.manorparkprimary.sutton.sch.uk](http://www.manorparkprimary.sutton.sch.uk)

Email (school office): [office@manorpark.sutton.sch.uk](mailto:office@manorpark.sutton.sch.uk)

Log on to our school website to access the latest newsletter and information about our school.

### **3. School Term Dates and Hours**

Term dates are published on the school website, in the school weekly news sheet, and also on the Sutton Council website. Inset days are teacher training days and children do not attend school on these dates.

#### **Term Dates for academic year 2020 to 2021**

##### **AUTUMN TERM 2020**

**INSET DAY 2nd September 2020**

**FIRST DAY 3rd September 2020**

**HALF TERM 26th-30th October 2020**

**INSET DAY 2nd November 2020**

**LAST DAY 18th December 2020**

##### **SPRING TERM 2021**

**INSET DAY 4th January 2021**

**FIRST DAY 5th January 2021**

**HALF TERM 15th-19th February 2021**

**INSET DAY 22nd February 2021**

**LAST DAY 31st March 2021**

***(GOOD FRIDAY IS ON 2nd APRIL***

***AND EASTER MONDAY IS ON 5th APRIL)***

##### **SUMMER TERM 2021**

**FIRST DAY 19th April 2021**

**May Day Bank Holiday 3rd May 2021**

**HALF TERM 31st May-4th June 2021**

**INSET DAY 7th June 2021**

**LAST DAY 23rd July 2021**

## School Hours

Doors Open: 8.30am Registration: 8.55am	Morning Lessons	Afternoon Lessons
Foundation Stage (Nursery)	8.40am -11.40am	12.30pm- 3.30pm
Foundation Stage (Reception)	8.55am - 12.00 noon	1.00pm - 3.30pm
Key Stage 1 (Years 1 & 2)	Year 1 8.55am - 12 noon Year 2 8.55am - 12 noon	Monday - Thursday 1.00pm - 3.20pm Friday 1.00pm - 2.20pm
Key Stage 2 (Years 3 & 4)	8.55am - 12.25pm	Monday - Thursday 1.25pm - 3.25pm Friday 1.25pm - 2.25pm
Key Stage 2 (Years 5 & 6)	8.55am - 12.25pm	Monday - Thursday 1.25pm - 3.30pm Friday 1.25pm - 2.30pm

## 4. Organisation of the School Day

Please ensure that your child arrives at school on time to enable them to start their day in a calm, orderly way.

The school gates open at 8.30am. This is to ease congestion in the surrounding roads.

Children in Y2 – Y6 can enter the building at 8.30am. If your child is in Nursery, Reception and Year 1, parents and carers should remain with them until the doors open at 8:40am. You can arrive at any time after this, but all children need to be in by registration time. Year 1 pupils usually enter the building alongside Year 2 at 8.30am when they have settled in to the main school; parents and carers will be informed of this via the school newsletter.

**Registration is at 8.55am.** Lessons begin promptly at 9.00am.

If your child arrives after the playground doors have closed, they must come into school via the school office entrance to ensure they receive an attendance mark. If you arrive after the gates are shut in Reception or Nursery you should enter via the Warwick Road entrance (school office) to ensure they receive an attendance mark. Children who arrive after 8.55am will be marked late. They will be asked to wait inside the doors at the main office to give their name and class, to ensure they are marked in the register.

Nursery morning session children start school at between 8.40am and 8.55am with the morning session ending at between 11.30am and 11.40am. The afternoon Nursery session starts at 12.30pm and 12.40am and finishes at between 3.15pm and 3.30pm

Prompt collection of children at the end of their school day is important. Staff often attend meetings at this time of the day and are also busy preparing for the next school day or have appointments of their own.

<b>Reception Children</b>	the school day ends at between 3.15pm and 3.30pm Monday – Friday. <i>There is an after school club until 3.30pm on Fridays for siblings of children in Reception and afternoon nursery to allow parents to collect all their children at the same time due to the rest of the school finishing at 2.30pm on Friday.</i>
<b>Years 1 &amp; 2 Children</b>	the school day ends at between 3.10pm and 3.20pm for Monday – Thursday and at 2.10pm and 2.20pm on Fridays.
<b>Yrs 3 &amp; 4 Children</b>	the school day ends at 3.20pm for Monday – Thursday and at 2.20pm on Fridays.
<b>Yrs 5 &amp; 6 Children</b>	the school day ends at 3.30pm for Monday – Thursday and at 2.30pm on Fridays.

Please be aware that there is no supervision of Manor Park children on the site before school or after 3.40pm (except in extra-curricular organised clubs and activities). All school playground equipment is not allowed to be used out of school hours and without school staff supervision. The school has no liability at any time for the safety of children not at the school, so **please do not allow any children with you to play on school equipment**. All adults are expected to be excellent role models for children and behave courteously and politely at all times.

Alcohol is not allowed on the school grounds during school hours. Any adult who is suspected to be under the influence of alcohol will not be allowed to pick up a child and Social Services or the Police may be called if necessary. Any adult who is seen consuming alcohol on the school premises will be asked to stop and/or leave the premises.

Alcohol may be consumed at events such as the school summer fair or other FOMP events but this would need to be agreed with the Headteacher and included on the Risk Assessment.

On safety grounds, we regret that dogs are not allowed on the school site at any time, with the exception of assistance dogs.

### **Affordable Childcare**

We offer daily breakfast and after school clubs, providing childcare from 7.30am to 8.30am and 3.30pm to 6.30pm which are run by outside providers and take place in the Children’s Centre and main school hall. Further information is available from the school office.

## **5. Getting to School, Parking, School Security and Access**

The school’s central location in Sutton means it can easily be reached by public transport, on foot and by bike or scooter. We are very lucky that B&Q have agreed for parents to park and drop children into school and return. B&Q is a five minute walk away. Please give your car details including number plate to the office if you would like to do this as you will require a permit. There is a public car park in Lenham Road, a three minute walk from the school. The roads immediately surrounding the school are residents only parking with only a few pay and display bays. Some roads further away from the school are out of the controlled zone and suitable for free parking.

We encourage children to walk, cycle or scooter to school (under adult supervision) all year round and there is a cycle shed on site. In May each year we participate in ‘Walk to School Week’.

**Please note** that cycling, scootering and skateboarding are not allowed inside the school grounds so please ensure your child has dismounted on entering the school gate.

If you do drive to school please be courteous and respectful of local residents by not parking in resident only bays or across driveways. Always park your car legally and be aware of the dangers to our children whilst parking. Parents / carers are not permitted to use either the main staff car park or park on the yellow zig zag lines outside the school entrances. The London Borough of Sutton Parking Services has Traffic Wardens who regularly patrol our entrances. They also use a Smart Car mounted with CCTV camera outside some schools across the Borough as part of their safety initiatives for children. Please also respect our neighbours by not dropping litter in the street - there are bins in the school playground.

### **Parental access to premises**

Schools are private property and parents have permission from the school to be on school premises. If a member of staff or a pupil feels threatened this will be considered by the Headteacher and the school may bar the parent from the premises for a period of time.

Usually this will involve a warning unless physical assault is involved. This bar would be implemented in writing giving the person concerned a formal opportunity to express their views. Immediate bars will be provisional until the parent has been given an opportunity to make a formal representation. The bar will then be removed or confirmed. Bars will have an end date to them deemed commensurate by the Headteacher to the nature of the bar.

Any bars will be reported in the Headteacher's report to Governors.

## **6. School Structure**

There are 3 classes in all year groups with approx 30 children per class. Every class has its own teacher (or teachers if they work part time).

Nursery and Reception are referred to as Foundation Stage, Year 1 and Year 2 are referred to as Key Stage 1, lower school. Years 3 to 6 are referred to as Key Stage 2, upper school.

## List of Staff (July 2020)

### Senior Leaders

Executive Principal	Ms Scrase
Principal	Ms Clark
Vice Principal	Ms Groom
Assistant Vice Principal	Ms Williamson
Assistant Vice Principal	Ms Harding
Inclusion Leader	Ms Thomas

### Upper School Years 4, 5 & 6 - Manager Mrs Middleton

Year 6 –Topaz Class	Ms Harding
Year 6 - Sapphire Class	Mrs Middleton
Year 6 - Zircon Class	Miss Satchell
Year 5 – Beryl Class	Miss Griffiths
Year 5 - Pearl Class	Ms Freischmidt
Year 5 – Ruby Class	Miss Brown
Year 4 - Onyx Class	Miss Slade
Year 4 - Opal Class	Miss Millingen
Year 4 – Turquoise Class	Mrs Young

### Lower School –Years 1, 2 & 3 - Manager Mrs Kestell

Year 3 – Emerald Class	Mrs Kestell
Year 3 – Jade Class	Miss Versey
Year 3 – Moonstone Class	Miss Issace
Year 2 – Coral Class	Miss Newton
Year 2 – Diamond Class	Miss Evans
Year 2 – Quartz Class	Miss Kirby
Year 1 – Agate Class	Mrs Ishmael / Mrs James
Year 1 – Amber Class	Mrs Pywell
Year 1 – Amethyst Class	Mrs Webb

### Foundation Years (Nursery and Reception) - Manager Miss Willett

Nursery - am Gems pm Jewels	Ms Campion/Mrs Callaghan
Reception – Aqua Class	Mr Berwick
Reception – Garnet Class	Miss Furniaux
Reception – Jet Class	Miss Willett

Teacher cover – Mrs Murray, Miss Mara (maternity leave)

Year 3-6 French teacher – Madame Benli    Yoga teacher - Mrs Hopson

## SEN Inclusion Team - Senior Leader Ms Thomas

SENDCo & Inclusion Manager - Ms Thomas SEN Support - Ms Champion

Family Development Leader - Miss Laing

Senior Nurture Teaching assistant Mrs Webb

## Premises /Office staff

Admissions & Office Administrator - Mrs Wilkins

Attendance & Communication and Liaison Office Administrator - Mrs Shorter

School Meal & Communication and Liaison Office Administrator - Mrs Robson

Communication and Liaison Office Administrator - Mrs Shapley

Site Manager - Mr Morgan

## 7. Starting school for the first time (Reception year)

This is a very exciting time for you and your child. It is our aim to work with you and your child to help make their transition into school as enjoyable as possible for you both. There is lots of information in this Handbook to help smooth the way. You can also find general guidance on various parenting websites and on the government's website at [www.gov.uk](http://www.gov.uk)

Once your child is accepted for a place at the school, you will receive an admission form to complete and return to the school.

In the term before your child is due to start school we hold a meeting for new Reception and Nursery children and their parents. We talk with you as parents / carers to run through the 'business' side of school life, its routines and procedures and you will be given a starter pack and your child's start date. We will also arrange a home visit prior to starting.

A member of our parent association Friends of Manor Park (FOMP) is usually also available at this session.

**Before the term starts**, there are some things you can do at home to help prepare your child for school. It will help your child to settle into school more happily if they can do these things by the time they start in Reception:

- Know the difference between right and wrong, and between acceptable and unacceptable behaviour.
- Know that it is all right to make a mistake.
- Share and take turns.
- Be able to ask adults for help.
- Make good choices.
- Say the teacher's name as well as 'Good Morning' and 'Good Afternoon'.
- Go to the toilet and wash without help.
- Dress and undress themselves without help.
- Share books with you and see you and other adults reading for pleasure.
- Know that they will always be picked up from school and by whom.

- Know that you are looking forward to seeing them and hearing all about their day.

**Settling into Reception** is an important time. The early days are a transition between pre-school and primary school. If you have any concerns about your child's readiness for school and your child attends a pre-school nursery, you might find it helpful to discuss it with your child's nursery staff in the first instance. If you still have any concerns, please discuss them with your child's Reception teacher at your home visit meeting

## 8. Preparing to join the school in other years

Moving schools can create understandable concerns for children and their parents. If your child is joining the school in a year group other than Reception, or joining any year group at some other point in the academic year, you and your child will be offered the chance to tour the school in advance. Your child will also be allocated another child to spend time with, help them settle in and find their way around. Please let the class teacher know if there are any concerns.

***'Those pupils to join the school at times other than the beginning of Reception are given well-targeted support that enables them to catch up quickly.'***

**Ofsted 2015**

Our staff are sensitive to the implications of joining a new peer group, joining the school mid-year, or moving to a completely new location. They are experienced at supporting these transitions and will be keen to offer help and reassurance to ensure your child integrates well and is happy at their new school.

## 9. What you need to provide

Your child only needs to bring to school:

- Their book bag or backpack - these can be ordered from the uniform shop (see below) and should be brought into school and taken home again every day.
- PE kit including black plimsolls for break time – this should left in school for the half term then taken home at the end of the half term for washing
- A packed lunch if appropriate.
- Plastic water bottle

**There is no need to provide pens or pencils, pencil cases, exercise books, or any other equipment.**

Your child may tell you 'we have to have it!' but rest assured there is nothing else they need to bring to school on a daily basis. Your child's teacher will let you know if at any time something specific is required, but it's more likely to be a clean yogurt pot or old newspapers! Money for school trips, additional projects, etc., will normally be requested through an email from school.

All children may bring in plastic water bottles which they can use in their classrooms to keep themselves hydrated during the school day as this contributes significantly to their learning and concentration.

Bicycles and scooters used to travel to school must be left locked in the cycle shed until the end of the school day. The school accepts no responsibility for these whilst they are on school premises and will not become involved in investigations if they are stolen, mislaid or damaged. Children are not allowed to ride their scooter or bicycle in the school grounds.

Please note access to the cycle shed is not available after 3.45pm and we therefore recommend that your child does not bring their cycle or scooter to school on the days they have an after school club.

## Mobile Phone Policy

We would prefer your child **does not** bring a mobile phone to school.

However, we understand that you may wish your child to have their phone for safety reasons. Therefore **only children who walk home alone are allowed** to bring mobile phones to school if you consider it necessary.

The school policy is:-

- ◆ The school accepts no responsibility for mobile phones whilst they are on school premises and will not become involved in investigations if phones are stolen, mislaid or damaged.
- ◆ Teachers and office staff will not be expected to 'look after' mobile phones and the phone remains sole responsibility of your child
- ◆ Mobile Phones must be switched off and kept in a child's bag, tray or given to the teacher who will put them in their drawer until home time. Please be aware none of these locations are locked.
- ◆ If a child is found to be using their phone during school time or it goes off in a lesson the school will confiscate the phone and will only return it to the parent. This will also result in an individual ban for the rest of the term.

Parents and Carers who enter the classrooms in the Foundation phase to drop off and collect their child are politely requested to put their mobile phones away when they enter the foundation stage building. If you are on your phone or need to take a call please can you leave the building first.

## 10. School Uniform

It is our school policy that all children wear school uniform when attending school or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for school uniform in this prospectus. School Colours: Grey and Bottle Green

Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the children with the school;
- prevents children from coming to school in fashion clothes that could be distracting in class;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and good value for money by most parents;
- is designed with health and safety in mind.

Our school uniform is available from two suppliers Stitch Design, and Schoolwear Inc. Prices and delivery vary with each supplier so please choose the supplier you feel offers the best option for you.

If you do not have access to the internet please enquire at the school office for alternative ways to order.

With the exception of the embroidered logo school sweatshirt you may also purchase school uniform from high street shops and other retail outlets.

Children should present a smart appearance for school and shirts must be tucked in. We ask that all children in Year 1 – Year 6 wear shoes as stated in the uniform list. If it remotely resembles a trainer please don't buy it even if it is labeled a shoe. However, as children in Nursery and Reception follow 'free flow' play sessions we recommend they wear **plain** black or white trainers (preferably with Velcro fastenings) which are suitable for all school activities.

Parents are asked to ensure that PE Kit is at school all the time. Occasionally, classes will have additional PE or Games lessons or may change the day when the lesson(s) takes place. The children will be encouraged to take home their kit each half term for washing to take place.

Similarly, parents are asked to ensure their child brings a coat to school every day, even if the weather is fine – there is not always supervision available for children to stay inside.

In order to avoid confusion and to keep lost property to a minimum, all items of clothing, P.E. kit, bags etc. **MUST** be clearly named, before being brought into the school.

**The following are not allowed:**

- ◆ Watches in KS1 (watches in KS2 are worn at their own risk)
- ◆ Jewellery except small plain studs. Children may be asked to remove them for contact sports or swimming. This is at the teacher's discretion. The school will accept **no liability** for accidents incurred through the wearing of earrings as we politely ask parents to take earrings out on PE days.
- ◆ Make up, nail varnish etc
- ◆ Dyed hair
- ◆ Patterns/logos cut in hair
- ◆ Less than No. 3 shaves
- ◆ Loose long hair
- ◆ Too many clips or bobbles (any clips and bobbles worn should be school colours only)
- ◆ Hair gel / Sprays
- ◆ Extensions not matching natural hair
- ◆ Heels higher than 3cm
- ◆ Trainers except in FS stage(shoes needed to be changed into)
- ◆ Boots (unless heavy snow settles on the ground and an appropriate change of footwear is brought to school for indoor wear)

Girls are allowed to wear a grey or white hijab. A breathable hijab maybe worn for PE and Islamic swimwear may also be worn for swimming.

**If your child will be having their ears pierced please ensure that this is done at the start of the summer holidays to ensure there is sufficient time for them to heal and for earrings to be safely removed for PE.**

The school accepts no responsibility for removed earrings - please provide a suitable container for them to be stored in which should be kept in your child's PE bag.

We ask all parents who send their children to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents is to ensure that their child has the correct uniform and that it is clean and in good repair.

The governing body monitors and reviews the school uniform policy through its committee work by:

- seeking the views of parents, to ensure that they agree with and support the policy;
- considering, with the Head Teacher, any requests from parents for individual children to have special dispensation with regard to school uniform;
- requiring the Head Teacher to report to the governors on the way the school uniform policy is implemented.

### Uniform List

RECEPTION – YEAR 6	UNIFORM REQUIREMENT
GIRLS WINTER	<p>Grey Tunic, Skirt or Trousers                      White Polo Shirt except for Y6 pupils who wear formal white shirt and school tie                      White or Grey socks/tights (no leggings)                      Grey V neck Sweatshirt/cardigan with logo or Grey V neck Knitted jumper/cardigan with logo</p> <p>Sensible Black Shoes (no boots or trainers) except Reception. As children in reception follow 'free flow' play sessions we recommend they wear <b>plain</b> black or white trainers (preferably with Velcro fastenings) which are suitable for all school activities.</p>
GIRLS SUMMER	<p>Green and White Check Dress                      Sweatshirt or Cardigan with logo as above</p> <p>Sensible Black Shoes. (No open toed sandals) except Reception. As children in reception follow 'free flow' play sessions we recommend they wear <b>plain</b> black or white trainers (preferably with Velcro fastenings) which are suitable for all school activities.</p> <p>Ribbons, hair bands etc. should be suitable for school and comply with school colours.</p>
BOYS WINTER/ SUMMER UNIFORM	<p>Grey Trousers, short trousers can be worn in summer                      White Polo Shirt except for Y6 pupils who wear formal white shirt and school tie                      Grey V neck Sweatshirt with logo or Grey V neck Knitted jumper with logo                      White or Grey Socks</p> <p>Sensible Black Shoes (No boots or trainers) except Reception. As children in reception follow 'free flow' play sessions we recommend they wear <b>plain</b> black or white trainers (preferably with Velcro fastenings) which are suitable for all school activities.</p>

PE KIT GIRLS & BOYS	White "T" Shirt, Black Shorts (Grey or Black sweatshirt and joggers may be worn for <u>outside games</u> only in the Winter) Black Plimsolls/pumps, preferably without laces, needed also for break time equipment (Trainers may be worn for <u>outside games only</u> in the Summer Term) Swimming costume and hat for KS2 pupils only will be required for one term – dates will be provided in the weekly news sheet.
BAGS ETC.	A drawstring bag made of soft material or a school PE bag, marked with the child's name. A small book bag is useful for books etc.
ART OVERALL	A painting overall e.g. a discarded adult shirt complete with buttons and tightened cuffs should be provided for use in the art lessons.

<b>NURSERY</b>	<b>UNIFORM REQUIREMENT</b>
GIRLS	<p>Joggers OR Green and White Check Dress (summer only), grey tunic or skirt (please ensure black cycling shorts are worn underneath for when the children are on play apparatus or participating in PE sessions.)</p> <p>White Polo Shirt White or Grey socks/tights (no leggings) Grey V neck Sweatshirt/cardigan with logo or Grey V neck Knitted jumper/cardigan with logo</p> <p>As children in Nursery follow 'free flow' play sessions we recommend they wear <b>plain</b> black or white trainers (preferably with Velcro fastenings) which are suitable for all school activities</p> <p>Ribbons, hair bands etc. should be suitable for school and comply with school colours</p>
BOYS	<p>Joggers OR grey shorts (summer only) White Polo Shirt White or Grey socks/tights (no leggings) Grey V neck Sweatshirt/cardigan with logo or Grey V neck Knitted jumper/cardigan with logo</p> <p>As children in Nursery follow 'free flow' play sessions we recommend they wear <b>plain</b> black or white trainers (preferably with Velcro fastenings) which are suitable for all school activities</p>

## 11. Break times

There is a 10-minute morning break. This is taken at appropriate times with respect to learning. The lunch break for children in Reception and Years 1 and 2 is from 12.00 to 1.00 pm. The lunch break for children in Years 4, 5 and 6 is from 12.25pm to 1.25pm. All breaks are supervised by Lunchtime Assistants or teachers / teaching assistants.

Children in the Foundation Stage and Key Stage 1 are provided with a piece of fruit during the morning as part of a government scheme. Children in Key Stage 2 are encouraged to bring in a piece of fruit from home.

Children go to lunch on a rota basis. We are lucky enough to have fantastic outdoor play facilities. Some pieces of equipment, such as the large climbing frame, are allocated on a rota basis and the year groups take turns. Children must wear black plimsolls when using the outside equipment. The school playing field is available for playtime as long as the weather and surface conditions allow.

At break times, all year groups are allowed to mix with each other with the exception of Nursery and Reception children who have their own play area in the Foundation Stage Unit. At lunchtime KS1 and KS2 play on separate sides of the playgrounds.

It is important that your child always has a coat with them in colder or wet weather, as they will usually play outside at break times unless there is heavy rain. When it is too wet to play outside, children remain in their classrooms for 'wet play' and a variety of games and activities are made available under supervision.

## 12. School meals

Children can stay for school dinners or bring a packed lunch.

### *(a) The school lunch service*

This is organised by LEO Catering, our in house catering company, who produce a new menu three times a year in line with government food standard guidelines and provide a hot, freshly cooked meal as well as a salad bar and vegetarian and Halal alternatives. The menu is sent to all parents. We are committed to maintaining our Healthy Schools Award and this approach to healthy eating extends to lunchtimes.

The children are supervised whilst eating and are encouraged to eat, but the school cannot force them to do so.

### *Foundation Stage and Key Stage 1 - Universal Free School Meals*

Following the Department for Education's recent review of school food, the government has decided that all pupils in Reception, year 1 and year 2 should be able to have a free school meal at lunchtime. This offer does not depend on your household income or whether you receive any benefits – every child in these classes are eligible to take up the offer.

However, a large part of the school's funding (pupil premium) is linked to how many children are **registered** for free school meals.

You might think that because your child will automatically receive a free school meal under the new Universal Free School Meal system that you no longer need to register for free school meals. However, your child will still get a free meal even if you do not register whilst they are in Reception, Year 1 and Year 2 only. **We need you to register otherwise the school will not receive the extra funding your child is entitled to which is used in school to 'narrow the gap' for pupils and provide additional support as necessary in all year groups.**

**Similarly, you may feel you do not need to register as your child does not wish to have a school meal. Children don't have to take our meals if they don't want to, but if they are on our Free School Meals register, then they will still qualify for all sorts of other financial benefits throughout the year.**

**If you are eligible for and claim FSMs, you will also be provided with other services by the school, such as:**

- **Financial support for Educational Trips**
- **Free school milk**
- **Access to additional support for your child's learning and/or well-being**

Is my child eligible for Pupil Premium?

In order for the school to receive the Pupil Premium funding a Parent/Carer must be claiming one of the following benefits:

- Income Support
- Income-Related Employment and Support Allowance
- Income-Based Job Seekers Allowance
- Child Tax Credit so long as you do not get Working Tax Credit and your family's annual income (as assessed by HMIR on a TC602 form) is not above £16,190. Anyone receiving working tax credit is not entitled to free school meals regardless of their income.
- The Guaranteed Element of Pension Tax Credit.

Registration is easy!

Use the online eligibility checker by accessing the following web address:

[pps.lgfl.org.uk](https://pps.lgfl.org.uk)

This service is provided by the London Grid for Learning and is available to parents of children attending schools which are part of the LGfL or TRUSTnet service network.

This is an online process where parents can check eligibility for free school meals. Parents can conduct a simple online check to determine eligibility for free school meals. After entering a few details into the website, the online application process links to the Department for Education database and gives an immediate 'yes' or 'no' response.

This system is designed to eliminate the need to apply in person for free school meals and improve the claims process for schools. It also means that if you are eligible for free meals, the school is able to process your application using the information you submit.

There is no need to re-apply each year, as the school can recheck eligibility as required using the data already provided – although if your child moves to a different school then you will need to update your account.

Alternatively we can check your eligibility for you - speak to Mrs Robson in the school office who will be happy to help.

## ***Key Stage 2 Children – Paid or Free Meals***

Key Stage 2 children are not eligible for Universal Free School Meals – this means that in order for your child to receive a free meal in Years 3, 4, 5 and 6 you must claim for them – see above for details.

**If you claim FSMs**, you will also be provided with other services by the school as above.

If you are not entitled to claim Free School Meals the charge for a hot school meal is £2.30 per day or £11.50 per week and is payable in advance. Payment is made through a cashless system on-line called Arbor.

Your account will be set up on the first day of your child's attendance. You may choose a combination of Packed Lunch and School Dinners, but the pattern set must be the same each week (i.e. Packed Lunch Tues and Thurs, then School Dinners Mon, Wed and Fri)

If your child is sent home unwell and a dinner has been ordered it is not possible to refund your money – the cut off time for ordering the dinner is 10.00 a.m. If you know your child is going to be late for school and will require a school dinner (paid or free) please telephone the school office before 10.00 a.m. to ensure a lunch is ordered.

### ***(b) Packed lunches***

#### ***Lunch boxes should be placed on the trolley outside your child's classroom***

If your child wishes to bring a packed lunch please try to pack a healthy lunch and make sure that food packets can be opened independently.

We do have a few rules that we respectfully ask you to observe:

- **No nuts or nut products of any kind.** We have children at the school with severe nut allergies so this is vitally important.
- Please do not send hot food, sweets, chocolate bars, fizzy drinks or drinks in glass bottles.
- Children are not allowed to swap food or drinks.
- Please supply your child's lunch in a durable, clean, named container, ideally with an ice block or similar in summer to keep the contents cool.

Children having a packed lunch eat in one of the two downstairs halls with classmates who are having a school lunch. Children are encouraged not to throw away any uneaten packed lunch, so you can monitor what has been eaten.

Reception children have lunch in their own area and whether the children have a school lunch or a packed lunch from home, they all eat together.

### ***(c) Food allergies***

If your child has any food allergies, please ensure you notify the school on the admission form **before** your child starts school. Please notify the school in writing if an allergy is detected or worsens after your child has already started school. Please also ensure you supply details of any medication required and emergency contact details.

#### ***(d) School Milk***

In line with the School Food Plan legislation, the school has mid-morning milk available to every child in school.

- Free milk is available to all children under 5 years
- Free milk is provided for all children in receipt of statutory free school meal entitlement and is funded by school
- Subsidised milk is available for all children over 5 years and is funded by those parents wishing to take up the offer

Please ask the school office for a registration form if your child is over 5 and you would like them to receive subsidised milk or you may register your child online via the Cool Milk website: [www.coolmilk.com](http://www.coolmilk.com)

The school will register those children under 5 or entitled to statutory free school meals.

Further information - Contact Cool Milk on 0844 854 2913.

#### ***(e) Drinking water***

This is available in every classroom and at all break-times. All children may bring in a named plastic water bottle from home.

### **13. Communication with the school**

Communicating with parents is an important part of what we do. Making sure you get the correct information about activities, events and things that really matter is something we care about.

We use ParentMail, a service used by over 6,000 schools, to communicate to parents. ParentMail is beneficial to you because:

- Messages get to you reliably and on time
- We can send messages directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by text message
- iPhone and Android Apps available for parents on the go.

To use the latest version of ParentMail all you need to do is verify your account. Once your details are in our computer parents are sent either an email or text message from ParentMail, and when you receive this please just follow the instructions below.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text **and** email. You can decide which way you register – but you will only need to register once.

#### Mobile registration:

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

#### Email registration:

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have not received any contact from ParentMail within 7 days of your child starting school please contact the school office to check your information.

#### ***(a) Text***

The quickest method of communicating with you is by text directly from the school to your mobile phone. Texts are used in an emergency, such as a school closure due to snow, a cancellation of a club etc. Texts may be sent to the whole school or just a particular year group. All we ask is that you keep us up to date with your contact numbers. Texts are normally only sent to the primary contact on your child's records.

#### ***(b) Letters from school – Email***

All school letters, the school newsletter and notices home are sent by email to parents. We appreciate some parents may not have an e-mail address, and in these cases, we will ensure a paper copy of any letters or forms will be given to your child to bring home or you can pick them up from the office. From time to time, paper letters will be sent home in children's book bags. There could be a number of reasons for this so please check your child's book bag every day.

#### ***(c) Book bags***

Please do send your child in with their book bag every day and check it regularly, ideally daily. Ask your child to clear out their classroom tray if you see nothing for days, as things tend to get left there!

#### ***(d) School Newsletter and Weekly News Sheets***

The school emails a weekly news sheet (usually on Friday afternoons) with details of forthcoming events and snippets of information. Worth reading to get a flavour of school life and to ensure you have all the dates in your diary. At the end of each half term a newsletter is emailed with reviews of recent activities etc.

#### ***(e) Notice Boards***

There are notice boards outside in the playground displaying information and latest news.

### ***(f) Contacting your child's teacher***

The best way to have a good quality personal conversation with your child's teacher is to make an appointment for after school. Appointment request forms are available from the school office. It is difficult to discuss very much at drop off time as it is so busy. If your concern or query is urgent, please leave a message at the School Office asking the teacher to contact you and be patient whilst the teacher sees all the children safely off to their adults. Unfortunately we are unable to individually communicate through email for information more than basic information. Face to face meetings or telephone calls are always used to ensure that there is clarity of understanding and positive relationships developed.

### ***(g) Keeping your details up to date***

You will be asked to provide certain personal details when your child starts at the school. Please ensure your details and your child's details are kept up to date whenever anything changes, e.g. address, emergency contact details, free school meals status, etc.

### ***(h) Emergency Closure of the School***

The staff will endeavour to keep the school open in all eventualities. However, if it comes necessary to close the school due to extreme weather or on health and safety grounds, we would make this known to parents through the parentmail service, the school website at [www.manorpark.sutton.sch.uk](http://www.manorpark.sutton.sch.uk) and the London Borough of Sutton website [www.sutton.gov.uk](http://www.sutton.gov.uk) and click on the line 'check whether a school is open or closed'. The school answerphone should also have an updated message.

## **14. Your child's wellbeing**

### ***(a) Safety and security***

At Manor Park we take our safeguarding and pastoral responsibilities very seriously. We operate a range of policies and procedures to ensure your child's welfare. We follow safe recruitment procedures and appropriate security checks are undertaken on all staff and unsupervised volunteers.

All visitors, including parent helpers, are required to sign in at School Reception. If you come to school to help out as a parent / carer, please sign in and obtain a visitors badge.

Fire drills are practised regularly with all year groups. If you have any concerns about your child's health, safety or security at school please talk to the School Office.

There is a Site Manager and LEO Premises Manager who ensures the site is safe and secure. Appropriate policies and risk assessments are in place and reviewed regularly.

Throughout our learning community we have a responsibility to protect and safeguard the welfare of the children in our care. Across the country every School has a designated teacher responsible for

child protection, and the Head teacher has a legal duty to report to Social Services any children who appear to be at risk and are giving cause for concern.

It is important to recognise that we are an agent of referral and not of investigation. Information may need to be shared with other agencies when there are concerns about a child's welfare.

### ***(b) Collecting children from school***

It is essential that your child knows on a day to day basis who will be collecting them from school, especially for younger children. Please keep your child and your child's teacher informed as to who will usually collect them from school. Details of any person regularly collecting your child from school must be on your child's admission form.

**Foundation Stage and KS1 (Nursery to Y2) children must be collected by a person who is over 18 and KS2 (Year 3 to Year 6) children must be collected by a person who is over 16.**

If you are unexpectedly delayed and are unable to get to school to pick up your child on time, or your planned collection arrangements change during the day, please contact the School Office who will pass a message to your child's teacher. However, if there is a permanent change in the collection arrangements please send a letter to your child's teacher advising of the details or ask the school office for a contact form.

If an older child (usually no younger than Year 5) wishes to walk to or from school without an adult, or wishes to come out of school alone and meet you at another point, please put your permission for this in writing to the school for years 5 and 6 children. You will need to arrange a meeting with the Key Stage Manager to discuss this first if your child is in Year 3 or 4.

Please note that we are unable to allow a child to leave the premises unaccompanied during the school day.

Where children are collected late from school on a regular basis, the school will follow the matter up with the parent(s) / carer(s), and involve other support agencies where appropriate. It is a parent's responsibility to ensure there is someone to pick up their child on time in the playground or call if not. Please make sure you have your emergency contact list up to date particularly for if the school has to evacuate and you are unable to pick up. Ensure you nominate who you wish to pick up on your contact list. However, there will be occasions when parents/carers fail to collect their child due to an accident, illness or other emergency which will result in the child not being able to go home at the end of the day. On these occasions, it is important that a protocol is available which will enable the child to be looked after in a safe and welcoming environment. At Manor Park Primary we follow the Guidelines laid down by the London Borough of Sutton as follows:

#### **Action if a child is not collected**

An Initial attempt to contact parents/carers should be made when **10 minutes or more** have elapsed after school closing time.

*Where a child is subject to a Child Protection plan, their allocated Social Worker, or duty Social Worker, should be contacted immediately by the Inclusion Leader or Senior Leader.*

If the parent/carer has failed to contact the school to explain that they are going to be late, a member of the office staff should telephone all the contact numbers (including emergency numbers) available

for that child and make every effort to make contact with a responsible adult to ensure the pupil is collected.

Where possible the school should ensure that the main telephone line remains open, and not switched to an answer machine, during this process.

On some occasions another parent may offer to take a child home with them. The school will not release a child into the care of another adult without the consent of the child's parent(s) / carer(s). So please ensure your named contact list has emergency names on. Members of staff will not take children home with them.

If, **after one hour** it has not been possible to contact a responsible adult, the following procedures apply.

*Where a child is subject to a Child Protection plan, their allocated Social Worker, or duty Social Worker, should be contacted immediately by the Inclusion Leader or Senior Leader.*

If after **1 hour** it has not been possible to contact a parent /carer/emergency contact, the school may contact Sutton Police Station. The school and the Police will agree who the most appropriate person is to visit the home address, and who will contact Social Services to give them an early alert of the situation.

The school should not be closed whilst staff are waiting for someone to arrive to collect the child. The child should remain until collected by the nominated person, supervised by the most appropriate adult familiar to the child.

School staff will not transport children alone in their own cars.

## **Information Sharing**

Should the school need to contact the Police they will need to pass on the following information to ensure an appropriate and timely response:

 Brief circumstances of incident

 Child's details (*these are usually summarised on their admission form*)

- o Name(s)
- o date of birth
- o address
- o gender
- o ethnicity
- o religion
- o language spoken
- o special dietary needs
- o SEN/behavioural difficulties/medical needs

 Parent/carer/alternative carer details

- o name(s), and Dates of Birth if known.

- o address(es)
- o home/work/mobile telephone number(s)

- Any current child protection concerns, along with contact details for allocated Social Worker
- Any previous Child Protection Concerns
- Any known family circumstances that may cause concern, eg any health, mental health, or family stress issue
- Any previous incidents of not being collected from school

### **Actions of the Police**

The police will make enquiries regarding tracing the parents / carers, and, where considered appropriate, given any causes for concern regarding family background, will visit the family home, as agreed with the school.

If the parents cannot be located, the police will advise the school whether they will instigate Police Protection, and if so, will notify Social Services.

### **Actions of Social Services**

If Police Protection is instigated, Social Services will, on request, identify a placement able to look after the child on an emergency basis when she/he has not been collected from school / other provision. The child will be placed with that carer on a temporary basis as soon as possible, until it can be assessed that the child can return home safely.

If a child is to be removed from school premises in these circumstances, then arrangements should be made for a note to be left at the school, for the attention of the parent/carer should they subsequently arrive, asking them to contact the Social Services Department.

### **Major Incidents**

If an incident occurs which results in a large number of children not being collected, social care will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until an appropriate carer is located. If the nature of the incident is considered serious, the arrangements for collecting and caring for the children, including overnight placements, will form part of the Local Authority's emergency plan.

### **Action to follow up an incident of a child not being collected**

On the first occasion when a child has not been collected, the school should consider the most appropriate response to ensure the incident is not repeated. The level of action will depend on the context of the situation.

For parents or carers who repeatedly fail to collect their child on time from the schools or after school childcare facility, meetings with the parent/carer should be set up to address this, involving other support agencies where appropriate.

### ***(c) Medical needs***

Should your child become ill during the school day we will contact you to take your child home using the contact numbers you have provided.

Please notify the school on the admission form or otherwise in writing if your child has any ongoing medical needs.

We do not normally administer any medicines in school, unless they are for a long-term chronic condition (e.g. asthma) or it would be detrimental to a child's health if the medicine were not administered during the school day.

**If your child requires medicine such as antibiotics, preferably please ask your Doctor to prescribe dose frequencies which enable it to be taken outside school hours.** It should be noted that medicines that need to be taken three times a day can be taken in the morning, after school hours and at bedtime. Alternatively parents are welcome to come into the school and administer medicines themselves, by arrangement with the office. Medicines that need to be administered at school will require a permission form signed and a conversation with the office.

Children with asthma should keep one labelled inhaler in school in case of an emergency in the classroom. We have a form that must be completed for any medication in school, including asthma inhalers. Please ask at the school office.

Many staff have been trained in first aid and hold an 'Emergency Aid in School' certificate. If a child has a bumped head at school we will issue an information letter to the child to pass on to the parent. They will also have a bumped head sticker (Year 1- 6) so that staff are aware during the day.

If we have a concern we will telephone the parent/carer immediately on the emergency contact numbers you have provided.

#### ***(d) Medical appointments***

Please try and avoid medical appointments during school hours. However, if your child does have an appointment the school must be notified in advance, otherwise this will be treated as unauthorised absence.

#### ***(e) School nurse / hearing tests***

When your child starts at the school, you will be invited to sign a consent form giving your child access to the Community School Nurse service. The nurses work closely with schools on health education / promotion, providing confidential services and advice on child health and development to all children and parents / carers. The nurse's role includes giving advice on immunisation, health / development concerns and special needs, and carrying out hearing tests at school for all 5 year-olds.

A school nurse visits the school at pre-arranged times and parents / carers are notified in advance when the nurse is due in school and why. Any concerns or recommendations are communicated direct to parents. If you want to contact the school nurse speak to the School Office.

#### ***(f) Head lice and nits***

These unwelcome little visitors are unavoidable in school. Some children get them all the time, some never. High season is November to February and no one is immune! Please check your child regularly, ideally every week. When an 'outbreak' is detected or reported, the school will notify parents via the Friday news sheet. Regular wet combing remains the most effective treatment. Ask your pharmacist for advice on lotions and remember to tell them if your child is asthmatic.

## 14. Teaching and Learning Methods

We provide an environment which is safe, welcoming and stimulating throughout the school to promote confidence and independence. Ensuring children's wellbeing is paramount with this being an essential ingredient for learning. There is excellent behaviour and an excitement for learning is evident; as a result of the high standards of teaching and learning throughout the school. Cultures and religions are shared and respected. Reasonable adjustments will be made if needed to ensure all children are included in all parts of the curriculum and school life. Parents are valued as primary educators and support partners in their children's learning.

### Early Years Foundation Stage

All nurseries, pre-schools, reception classes and childminders who are registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework. This document gives all professionals a set of common principles and commitments to deliver quality early years education experiences to all children.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep children safe and promote their welfare;
- The 7 areas of learning and development which guide professionals' engagement with children's play and activities as they learn new skills and knowledge;
- Assessments that tell you about children's progress through the EYFS;
- The expected levels (Early Learning Goals) that most children should reach at the age of 5, which is usually at the end of their reception year.

EYFS children learn skills; acquire knowledge and demonstrate their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first:

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are those most essential for a child's healthy development and future learning.

As children grow, the prime areas help them to develop skills in 4 specific areas:

- Literacy
- Mathematics
- Understanding the world

- Expressive arts and design

Teachers use these areas to plan children's learning and activities. Children learn and develop through play in the Early Years displaying the 'Characteristics of effective learning'. These are playing and exploring, active learning and creating and thinking critically, which take place indoors and outside. During this learning time practitioners carefully facilitate children's play to move their development onto the next stage. They observe children and plan their next steps through a range of child initiated and adult directed tasks.

### **Year 1 to Year 6**

In order to provide a smooth transition between the Foundation Stage and Yr 1 and the National Curriculum we encourage children to continue to learn through quality play experiences. As the year progresses the children are introduced to a more structured approach. Children from the end of Y1 work together more as a whole class as well as group work and teachers in Y2 and Y3 collaborate and work closely together as a lower school phase ensuring consistency and continuity of teaching and learning throughout.

In all year groups, children are encouraged to question and consider points of views with a focused lesson on philosophy for learning. Independence is promoted and a creative linked curriculum is in place which is supported by themes allowing many cross curricular links to be made within different areas of the curriculum as well as being enriched through trips, outside learning, after school clubs.

Manor Park Primary uses the Cornerstones Curriculum which is organised into a range of cross curricular Imaginative Learning Projects. Each project is year group specific and is based on the four corners of learning; Engage, Develop, Innovate and Express.

***'Teachers have particularly high expectations of pupils.  
Lessons capture pupils' imagination'  
Ofsted 2015***

Each stage provides opportunities for children to learn and respond in a variety of ways. The stages include engaging children with a memorable experience such as an exciting trip or workshop, developing and applying knowledge and skill and then celebrating and sharing success of learning.

Core Subjects; Maths, English, Science and Computing are more heavily weighted, however non-core subjects are as important in their own right and in promoting core subjects through the Cornerstones curriculum. In Year 6 Transition to High School is a focus with a smooth supportive approach.

### **Collective Worship and RE**

Collective worship is for all pupils and staff. It forms either all or a small part of an assembly. It has the potential to unite the whole school membership to help develop a sense of community. Collective worship is part of the school's contribution to promoting the spiritual, moral, social and cultural development of every child. It is a time to celebrate the worth and value of all in the school community. We help children gain an understanding of the influence of beliefs, values and traditions on the way people live so that they can have reasoned and informed attitudes to religious and moral issues and show positive attitudes towards others as they live in a religiously diverse society.

### **Relationships and Sex Education**

Relationships and Sex Education (RSE) education is the lifelong learning about physical, moral and emotional development appropriate to support children's identified needs. It is about the

understanding of the importance of stable family life and loving relationships, respect, love and care. We aim to provide all pupils with Relationships and Sex Education; this in the Lower Years is through implicit teaching of themes such as Life Cycles, Friendship and Caring. In Y6 children have explicit sex education lessons where resources are shared with parents before teaching commences and any concerns or questions are discussed.

### **Special Educational Needs (SEN) and English as a second Language (EAL)**

Every child is valued and each child's rich diversity is celebrated. SEN and EAL children and parents have a valued contribution to make to the school with clear procedures in place, to develop and support their needs. SEN and EAL Teaching Assistants support development and work towards promoting independence. Plans are drawn up to address individual needs by the teacher; SENCO (Special Needs Co-Ordinator) and the EAL leader who organise appropriate assessments, programmes and adjustments where required. Plans are always shared with parents to gain further information and ensure partnership working.

### **High Ability Children**

All teachers ensure that everyday planning involves challenge for high ability children through offering a more in-depth curriculum. There are many enrichment activities to extend and nurture more able children in all subjects. We have links with the local secondary school, Sutton Grammar, whose pupils come in to role model positive learning behavior and support all learners.

## **16. Home Learning**

Home learning encourages children to enjoy reading, practise skills and extend their knowledge or understanding of topics covered within lessons, and also provides an opportunity for you as a parent / carer to support your child's learning.

Please encourage your child to do their home learning assignments. Their work will be peer-reviewed and discussed in class to reinforce their learning. Frequency of assignments varies between the year groups, as does the recommended time to be spent on home learning.

For **all** children, reading should form a large part of their home learning and they should be reading most days, either to themselves or with an adult. It is also important that parents/ carers read to their children regularly and see adults enjoying reading.

The school expects home learning to be completed but please do not spend more than 40 minutes on one task. If your home learning is resulting in a negative experience; stop, write on 'had a go' and for how long. Formal sanctions are not applied but a teacher may choose break or golden time to support your child to complete a task. This is not a punishment. However, if this is consistently repeated, then your child's teacher will approach you to discuss the matter further and will encourage your child to take responsibility for their own learning.

If you have any concerns or queries about your child's home learning, please discuss it with your child's teacher either through a personal appointment or when you meet at Parents' Open Evening.

## **17. Behaviour in school**

At Manor Park Primary we work in partnership with parents and carers to encourage good behaviour. We expect the children to be responsible, make good choices and show respect for the whole school community.

The Manor Park 'Golden Rules' are very important and provide the foundation for all behaviour at school, and we ask you as parents and carers to reinforce these principles at home. The Golden Rules apply throughout the school to every year group and are:

- I will be helpful, polite and kind
- I will try my best to do my work and not disturb others.
- I will listen carefully when others are talking.
- I will keep my hands, feet and remarks to myself.
- I will move sensibly and quietly around the school.
- I will look after and respect others' property
- I will be honest and always tell the truth.
- I will share and be friendly to others.

We expect parents to act as positive role models for all children when they are in or travelling to school and treat each other, all the staff and the children with respect.

***“Pupils’ behaviour is outstanding. In lessons, pupils are exceptionally keen to learn. They are caring towards each other and treat each other with respect.”***  
**Ofsted 2015**

At Manor Park school we always want to listen and consider everyone's thoughts and opinions although we recognise that we can't always please everyone. Please ensure concerns are shared respectfully through verbal or written means.

The school expects anyone who wishes to raise concerns with the school to:

- treat all members of the school community with courtesy and respect;
- respect the needs of pupils and staff within the school;
- avoid the use of violence, or threats of violence, towards people or property;
- avoid any aggression or verbal abuse and not include personal remarks or opinions of members of staff
- recognise that resolving a specific problem can sometimes take time:
- follow the school's complaints procedure

If any parents do not follow the guidance above; one or more of the following may result;

- They will be politely asked to do so or the conversation will be ended until a later time.
- Written correspondence may be returned by the office with; *At Manor Park school we always want to listen and consider everyone's thoughts and opinions although we recognise that we can't always please everyone. Please ensure concerns are shared respectfully. To enable us to respond to your concern please can you remove any derogatory or personal remarks regarding members of staff and resend.*
- A meeting may be held with a Senior Manager to go through expectations of staff and parent meetings and to discuss possible consequences of not doing so
- A parent maybe banned from coming onto site for a fixed period

Manor Park takes issues of bullying and racism very seriously and the Staff and Governors have put in place anti-bullying and racial equality policies and procedures which are available on request.

## 18. Your child's progress

The school uses a variety of formal and informal techniques to assess achievement and monitor progress.

**Formal assessment** of your child will be carried out against national expected standards for Foundation Stage (Reception) Key Stage 1 (KS1) at the end of Year 2, and Key Stage 2 (KS2) at the end of Year 6. Teachers use these standards to continually assess achievement and progress for children in all year groups.

**Standard Assessment Tests ('SATs')** are undertaken by Year 2 children at KS1 and Year 6 children at KS2. Assessment at the end of Year 2 is a combination of SATs results and teacher assessment. In Year 6 children are tested in Reading, Maths and Grammar, Punctuation and Spelling. SATs tests are not taken in writing for children in Year 2 and Year 6, this area is assessed by the teacher. All staff in Year 2 and Year 6 support the children and prepare them well for these assessments.

**Year 1 Phonics Screening Check** is a short, statutory assessment to check that children in Year 1 are making sufficient progress in the phonics skills to read words and are on track to become fluent readers who can enjoy reading for pleasure and for learning. If a child does not pass the screening check in Year 1 then they will continue to be supported in Phonics to develop and will be assessed again in Year 2.

**Multiplication Tables Check (MTC)** is a key stage 2 assessment to be taken by pupils at the end of Year 4. The purpose of the MTC is to make sure the times tables knowledge is at the expected level. The MTC is an online test where the pupils are asked 25 questions on times tables 2 to 12. Children are encouraged to learn their times tables from Year 2 onwards and are supported in Maths lessons with this.

**Reception Baseline Assessment** is a short and simple check of a child's early literacy, communication, language and maths skills when they begin school. The assessment will form the start of a new measure of how schools are helping their pupils to progress between reception and year 6. Your child does not need to prepare. There is no pass mark or score and your child should not realise they're doing an assessment. During a 20-minute one-to-one session with their teacher or teaching assistant, your child will do a number of practical and interactive tasks. Your child can answer questions verbally or by pointing or moving objects.

***'The proportion of most able pupils who reach the higher levels of attainment by the end of year 2 and year 6 is well above the national average.'***  
**Ofsted 2015**

The national standards are described on the government's website so they are not replicated here. Your child's teacher will discuss your child's achievement, both generally and against the national standards, at the Parents' Open Evening (see below).

**Feedback** is used a lot in school to help children understand their strengths as well as areas for development, and to enable pupils and teachers to set achievable targets. The children are given

opportunities to reflect on their own work and the work of others, and to set themselves challenges. Work is also marked by a teacher, with written or verbal feedback provided.

Informal verbal feedback about your child's progress at school may be provided by your child's teacher on an ad hoc basis, either at your request, or in relation to a particular activity or piece of work your child has been doing.

**Parents' Open Evenings** are held during the autumn and spring terms. Appointments are arranged via ParentMail our online booking system.

A detailed **School Report** is provided annually at the end of the summer term and there is a slip provided to send back any comments or queries you may have. The report covers the core areas of reading, writing and maths, as well as topic areas.

## 19. Use of computers

We have a large number of devices, including computers, laptops, chromebooks and iPads, in the school for children's use. We teach children how to use computing equipment with due regard to protecting their privacy and appropriate online behaviour. All computers and digital devices have relevant filtering controls. We have our own Computing Leader who liaises with the Trust's IT department.

Key Stage 2 children are given a free chromebook from the LEO trust and this is to use at home and school. The chromebook should be used to enhance the teaching and learning in and out of school. If the stylus or chromebook is lost or damaged, a new one can be purchased by the parent, via the school.

## 20. Sports and PE

Physical Education plays an important part in the curriculum. We believe in promoting a healthy lifestyle for our children and we also accentuate the fun and enjoyment to be had.

All children are encouraged to participate in a range of activities including dance, athletics, gymnastics and games. The children follow the Real PE program. It is a child centred approach, giving every child the physical literacy, emotional and thinking skills to achieve in PE, Sport and life.

Children in all year groups will have a session of yoga each week, led by our specialist yoga teacher.

A sports day is usually held during the summer term and the school will provide as many opportunities as possible for children to participate in competitive inter-school matches.

Swimming tuition is organised for Key Stage Two children throughout the year and it is a great opportunity for children to improve their water safety and competence. Swimming is a statutory part of the national curriculum and all children are expected to take part.

Year 5 & 6 children are usually offered the chance to do Cycle Roadcraft Training. The training is provided by the borough Road Safety Unit. The course helps children to learn how to cycle more safely on the road and to develop their road awareness.

There are a number of inter-school matches that are taken part in, offered by the LEO trust or other agencies.

## **21. Extra-curricular activities**

There is a large range of activities available to our pupils, taking place before or after school and occasionally during lunchtime. The complete list of **clubs and activities** is in the school news sheet. Extra-curricular activities are available for children from Year 1 upwards, and include dancing, choir, gardening and a wide range of sports. **Please note that not all activities are necessarily available to all year groups or available all year round and some of them may incur a cost.**

Parents are also invited to attend social evenings, etc run by the Friends of Manor Park (FOMP). These events are all advertised through the notice boards and the weekly news sheets. Every parent is automatically a member of FOMP.

## **22. Charging and Remissions Policy**

We do not ask parents to contribute towards the school fund on a regular basis as other schools do but any donations are gratefully accepted.

To complement and enrich the curriculum, various school trips and events are organised throughout the year. Payments for such events are based on voluntary contributions and occasionally may be supplemented by School Funds to keep charges acceptable. If a child is absent on the day of the educational visit then the school will refund parents any costs that are payable on the day; such as entrance fees.

The Governors reserve the right to charge for any damage to school equipment or property and have delegated this responsibility to the Head Teacher.

## **23. School events**

Many different events take place at school and you will usually be notified of them through email, school notices or the Newsletter or weekly news sheet.

### ***(a) Class or year group events***

Some activities are specific to classes or year groups based on the curriculum being studied and as such will vary from time to time as the curriculum changes. The details and requirements of these activities (such as costumes or other resources) are communicated directly to parents by class teachers.

***'There is excellent provision for pupils' spiritual, moral, social and cultural development. Pupils have numerous opportunities to develop their sporting, artistic and musical talents.'***

**Ofsted 2015**

### ***(b) Whole school events***

Some are whole school events, such as the Sports Days, Christmas productions, Walk to School Week, Prize Giving Day and so on. These dates obviously vary year to year. Dates for Christmas productions are notified well in advance. Admission is usually limited to 2 people per family. These restrictions are necessary as there is a limit to the number of people we can safely have in the hall.

### ***(c) School Fair***

We usually hold a School Fair once a year in the Summer. This is organised by the Friends of Manor Park (FOMP). FOMP also arranges a wide variety of other events throughout the year. Lots of volunteers are needed for these events and they raise significant amounts of money for the school, so help from parents, carers and children is essential to make them successful

### ***(d) School assemblies***

Assemblies are held every day. These may be whole school, key stages, year group or class. Assemblies usually include singing, a reading or talk on a theme, and from time to time a visit from an external person such as a musician, sportsperson or road safety officer, etc. Whole school Prize Giving Days are held near the end of the Summer term.

### ***(e) School Council***

Manor Park Primary Academy School council has 2 representatives from each Key Stage 1 and Key Stage 2 class (Year 1 students to join in Spring Term). All children across the school will attend at least one school council meeting after a rota has been organised at the beginning of the year. These representatives feed back the views of their classmates when they meet as a School Council every two weeks. Class council takes place at least every two weeks and forms part of the class assembly on a Monday. This session is led by the class teacher as well as the school council members to ensure that the actions from the previous school council meeting are met. The next school council members feed back to the following school council meeting. This provides a forum for topics that are important to the children, and encourages participation, discussion and debating skills. Children from the school council also represent Manor Park Primary Academy in the LEO Pupil parliament. The Pupil Parliament makes many decisions as well as offering valued ideas to the LEO leadership team.

## **24. Photograph Permissions**

We are keen to develop our links with the community and promote the activities and events that involve the children at Manor Park Primary Academy. As a result, photographs are regularly taken at these events and may be published in local newspapers, on the school website, the school's twitter page or in the school prospectus. When your child joins the school you will be asked to give permission for photographs to be used in this way.

When photographing your children in school performances, events and productions, please use small cameras only to ensure that you are not interfering with the view of other parents and carers who are there to watch their children too. (No laptops, camcorders, tablets, I Pads or other similar devices may be used).

Also, when posting photographs of school events on social media e.g. Facebook, please ensure that you are only posting pictures of your child. Parental consent has not been obtained for you to include photographs of other children who may be present in your pictures.

## **25. Attendance and absence**

Manor Park Primary Academy believes that good attendance is not simply a legal requirement but essential. Through regular attendance children can take full advantage of all that school offers and gain the educational and social skills necessary for life.

Good attendance at school is important for your child's education and establishes a positive working ethos early in life, it is essential that the school is informed of the reasons for absence. Under current government legislation, unauthorised absence is regarded as truancy and all absence figures have to be reported to the Local Authority and the DfES and are recorded on a child's annual report.

It is also important that your child arrives on time for school, as the start of the day establishes the learning activities for the day. Lateness is recorded in the register. We are legally bound to register pupil's attendance at the beginning of each morning and afternoon session. Registers are closed at 9.25am and any child arriving after this time is marked with an unauthorised absence for the morning session.

### **The Family is responsible for:**

- Making sure their child comes to school every day and receives their entitlement to learning unless prevented by illness or medical appointment;
- Letting the school know as soon as possible why a child is away and sending in a note for absence on return;
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with;
- Making requests for authorised absence in term time only if absolutely necessary as these are not automatically authorised.

NB: These requests should not exceed 10 days in any one academic year and not more than twice in the time at MPS.

### **What to do if your child is sick**

When your child is unwell please call the school on the first morning of absence by 10.00am or notify us via the Parentmail reporting absence system. We will require a letter, explaining the reason why the child was not at school, on the child's return. If your child has been sick or has had a temperature it is important they stay at home for 24 hours.

### **What to do if you are not sure if your child is well enough to go to school**

Ask the office to check their temperature. Inform the office and explain your concerns. They will pass it on to the teacher and there are several First Aiders in school, we can keep a close eye on your child and send them home if necessary. You can call the office later on in the day to check they are OK.

### **What to do for school dental and medical treatment**

It is expected these are taken outside school hours wherever possible. Please let the school office know in writing, in advance of the date and time of the appointment and when your child will be collected from and/or returned to school.

Leave will not be granted for a child or parent/carer to travel abroad for medical purposes whether the treatment is ongoing or not - appointments should be made during the school holidays. It is also expected that if a child or parent/carer has a medical requirement and the family have moved to the UK, medical treatment should be sought here.

#### **Thinking of arranging a family holiday during term time?**

No holidays will be authorised during term time. It is expected that parents/carers arrange holidays in school holidays. A fixed penalty fine will be issued for unauthorised holidays taken in school time where the attendance starts at below 90%.

#### **Thinking of occasionally asking for a short authorised absence for an exceptional circumstance for your child?**

A letter must be written to the Headteacher explaining the exceptional circumstances preferably one month prior to the date. The Headteacher *will consider the present level of attendance* and the exceptional circumstances.

The following may be authorised occasionally and at the discretion of the Headteacher;

- Interviews, auditions, close family weddings (not parents as it is expected parents plan weddings in school holidays).
- Close family funerals – *We advise that young children do not attend funerals as it can be very upsetting and confusing for young children and normal routine can help children with dealing with bereavement. We can also offer an opportunity to have some talk time with the Nurture Support Teaching Assistants and can support applying for bereavement counselling for the family. Please ask at the office to speak to the Nurture Support Teaching Assistant. However, if you choose to take an older child this would be authorised for close family members only and children should be brought in for the part of the day they can attend.*
- Trips to the Home Office – *These will only be authorised where an official letter is brought into the office which states that children should be in attendance.*

Shopping trips, honeymoons, birthday trips, days out, hair cuts, confirmations (as these can be done at the weekend at a local church) and holidays at home are not reasons for children to miss learning and **will not be** authorised.

It is expected that parents form trusted networks of family and friends to support caring for children when they have to attend other appointments. If you have not got a network please let the office know in confidence and a meeting can be arranged with the appropriate Key Stage Manager to suggest ways to help gain one.

#### **What to do if an emergency circumstance arises and you want to request authorised absence for your child?**

A letter must be written to the Attendance Officer (Mrs Shorter) explaining the emergency circumstances preferably one month prior to the date of departure (we understand that this is not always possible). Tickets should not be purchased until authorisation has been given by the Headteacher. The Headteacher *will consider the present level of attendance* and the emergency circumstances. Absence may be authorised for up to ten days in any academic year, **apart from in Year 2 and Year 6 (due to SATs exams)** NB: These requests should not exceed 10 days in any one academic year and not more than twice in a child's time at MPS - once in Reception and Key Stage One and once in Key Stage Two.

Example of Emergency Absences: Close family illness

**What does the School do when a child is absent with no reason given?**

- ◆ Phone on the day
- ◆ Write to parent with a reply slip and continue to call
- ◆ Get the teacher to ask for a reason at the beginning/end of day
- ◆ No reply within 2 weeks it is marked as an unauthorised absence

**What does the school do if a child has low attendance?**

The school expects that good attendance is 95% or above.

**The schools procedure for Attendance below 90%**

First stage attendance meetings will be arranged by Mrs. Shorter (the school attendance officer). There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. The Nurse will usually be present for medical advice. The school will usually ask for all absences to be supported by a Doctor's note or proof of visit to the Doctor of a dated stamp in the child's reading record book (these are free and can be obtained from the Doctor's reception). This is then explained to the Borough attendance officer when she monitors children below 90% and if these are produced for all illness absences a fixed penalty fine should not be issued. The school understands that sometimes there are valid reasons for low attendance and will not move onto the next stage if this is the case.

If the attendance does not improve and Doctors notes or dated stamps are not consistently produced this then may be referred to the Headteacher who will arrange a second stage attendance meeting where support and advice may be given about the failure to improve attendance and possible fixed penalty fines.

If the attendance still does not improve the Borough attendance officer will arrange a final stage attendance meeting where fixed penalty fines will be discussed and may be issued. Persistent failure of parent/carers to attend attendance support meetings may result in a fixed penalty fine if attendance does not improve.

Children who have had attendance meetings and when attendance improves to 95% + may get a letter of congratulations sent home.

**The Class teacher is responsible for:**

- Ensuring that the registers are completed accurately at the beginning of each session;
- Ensuring that all absence letters and holiday forms are sent to the office;
- Monitoring the attendance and patterns of absence of the children in their class;
- Liaising with the Attendance Leader with regard to any concerns regarding absence
- Ensuring that the delivery of the curriculum is challenging, interesting and stimulating so that children want to attend regularly;
- Ensuring (in conjunction with their colleagues) that the ethos in class and school is supportive of good attendance.

**The Borough Attendance Officer**

The Borough Attendance Office works in partnership with the school to monitor the attendance of pupils at Manor Park School. She carries out regular checks to identify children with low attendance (usually below 90%). She works with the school (Mrs Shorter) to improve attendance and may

complete home visits, attend attendance support meetings, issue fixed penalty fines if attendance support meetings held by the school do not improve attendance (*see below 90% attendance above*).

### **Rewards for good attendance:**

- Pupils with 98% - 100% attendance for a whole term are presented with gold or silver stickers and their names are put in the newsletter.
- If appropriate, individual children who make significant improvement are rewarded by special mention in assembly and a letter of congratulations is sent home.

This rewards system is constantly reviewed. ***Parents will also be informed of their child's level of attendance and punctuality through their Annual Report.***

## **26. Lost property**

Lost (i.e. unnamed) property is collected and put on the lost property rack in the studio hall, which is available to view before and after school. This is emptied at the end of the week and items kept for a further week. Unclaimed items after this time are disposed of. If your child has lost something please ask them to check their classroom area carefully first; if you still can't find it then ask your class teacher or at the School Office. Class teachers are expected to be helpful but unfortunately do not have the time to complete lengthy searches for lost property. The school accepts no responsibility for stolen, mislaid or damaged uniform.

Please remember to name all items of uniform, including shoes, coats and PE kit, and avoid bringing valued personal items to school.

## **27. Supporting your child's education**

### ***(a) Becoming a school governor***

The school's Local Governing Body is made up of representatives from the local community, the local authority, school staff and parents. Photos of our Governors are on the notice board outside the School Reception.

### **What is a School Governor?**

Governors are like a Board of Directors, they make decisions about how the school is run and how the school budget is allocated. Governors serve for a period of four years and represent parents, members of staff, the Local Education Authority and the local community

### **Parent Governors**

Parent governors have a child attending the school, and are elected by their fellow parents. They bring a parent's point of view to governors meetings, and can make sure that all communications with parents are both informative and easy to understand. Vacancies for Parent Governors are advertised by the school as and when they arise.

### **Governor's Meetings**

Full governing body meetings take place each term.

If you are interested or want to find out more about becoming a school governor, please contact the School Office. More information is available at [www.governor.net.co.uk](http://www.governor.net.co.uk), and [www.gov.uk](http://www.gov.uk)

### ***(b) Supporting the Friends of Manor Park (FOMP)***

The role of FOMP is to raise money to fund 'extras' for the school, and to organise events that are fun for children (and parents!) and help build the school community. FOMP is successful because of the voluntary efforts of its members. As a parent or carer you are automatically a member of the Friends of Manor Park. You can join the Committee or just give an occasional helping hand whenever suits you. Drop a note into the FOMP 'postbox' on the wall in School Reception.

*If you would like to find out more please email [ptafriendsofmanorpark@gmail.com](mailto:ptafriendsofmanorpark@gmail.com)*

*We have a Facebook group: FOMP Friends of Manor Park, which can be found at: <https://www.facebook.com/groups/friendsofmanorpark/>*

### ***(c) Helping at school as a volunteer***

If you would like to help in school you will be made very welcome and would be greatly appreciated. Parent helpers assist teachers and teaching assistants in a wide variety of activities including reading, maths, cooking, gardening, and preparing resources.

Regular volunteers helping in the school are required to undergo relevant security checks, and these are organised by the school. You will also need an initial meeting with the Work Experience/Volunteers Leader to discuss confidentiality etc. Please ensure you always sign in at the main Reception desk and wear a visitors badge when you come to help in school.

### ***(d) Easy Fundraising Scheme***

Do you shop online? Did you know that every time you buy something you could be raising money for Manor Park Primary Academy, Sutton?

That's right - over 2400 well known retailers including Amazon, M&S, Boden, Waitrose, House of Fraser, Vodafone, Virgin Atlantic and many more, will donate a percentage of what you spend to Manor Park Primary Academy, Sutton! when you shop with them, via fundraising website [easyfundraising.org.uk](http://easyfundraising.org.uk)

It's like Nectar but instead of earning points, each purchase generates a donation. So instead of going directly to a retailer's website, go to [easyfundraising](http://easyfundraising.org.uk) first and choose the retailer you want to shop with – then everything you spend with that retailer earns a free donation for Manor Park Primary Academy, Sutton. It's completely free to use and your shopping won't cost you a penny more. On average, each retailer will donate 5% of the cost of your shopping - and those donations soon mount up.

So whatever you need to buy, from your weekly grocery shop or fashion must-have, to your business travel, office supplies or mobile phone, buy it via [easyfundraising](http://easyfundraising.org.uk) and raise money for Manor Park Primary Academy, Sutton at no extra cost to you!

Please register to supporting us when you shop online –

## 28. Raising concerns

Please let your child's teacher know as soon as possible if you or your child have any problems or concerns about school. We really would rather know if there is a problem and be given the opportunity to deal with it, rather than leave things to grow and risk creating a bigger issue and more anxiety for you and your child. It can also help if you let your child's teacher know about anything going on outside school that is likely to cause concern or upset your child, e.g. family worries, move to a new house, bereavement, sleeping difficulties, health problems, reaction to medication, etc.

If you have concerns about your child at school, please discuss them informally with your child's teacher. If you feel the matter has not been satisfactorily resolved, please raise the matter more formally in writing with your child's teacher and request an appointment to spend time with them and have a proper discussion.

If you feel the matter still remains unresolved please follow the complaints policy and request a meeting with the appropriate member of staff. There are appointment sheets available at the office with the relevant staff responsibilities and line of complaint. The office staff are there to help with this also.

The matter may need to be investigated before being able to give you a detailed response so please bear this in mind.

Should you remain dissatisfied with the Head Teacher's response, you have the right to complain formally to the school's Governing Body by writing to the Chair of the Governors in confidence c/o the School Office. The Governing Body will only consider complaints which have followed the correct line of procedure of the school.

## 29. Child Protection

Any child who discloses something which a member of staff considers may put them at risk or is of concern will be reported to the designated safeguarding lead, Ms. Thomas. If the child is considered to be at risk then Social Services will be called to investigate the matter further.

## 30. Privacy Notice

### **Privacy Notice for LEO Academy Trust Pupil and Parents**

LEO Academy Trust is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### **Who Collects This Information**

LEO Academy Trust is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils.

## **The Categories of Pupil Information That We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;

### **Collecting This Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **How We Use Your Personal Information**

We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;

- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
- To provide support to pupils after they leave the school

### **The Lawful Basis on Which We Use This Information**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- 

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

### **Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other schools within the Federation/Trust;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);

- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

### **Why We Share This Information**

We do not share information about our pupils with anyone without consent unless otherwise required by law.

For example, we share student's data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Storing Pupil Data**

The School keeps information about pupils on computer systems and sometimes on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let the Office Manager know who can provide you with a copy of our policy.

### **Automated Decision Making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

### **The National Pupil Database**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Requesting Access to Your Personal Data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact the Office Manager.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the Headteacher/Head of School in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher/Head of School. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Headteacher/Head of School in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Headteacher/Head of School, then you can contact the DPO on the details below: -

Data Controller Name: Craig Stilwell

Data Controller Details: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Data Controller Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

## Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

## CCTV

CCTV is used in Manor Park School. The use of CCTV in the school is strictly limited to Manor Park Primary Academy premises and grounds. Usage of CCTV in "private public" areas such as communal changing areas is prohibited.

Manor Park Primary Academy is committed to maintaining, reviewing and enhancing its CCTV facilities in order to ensure and improve its effectiveness. We are also committed to civil liberties. Recorded images are to be viewed only when there is suspected criminal activity. It will be a disciplinary offence for any person to copy, edit or use a recording produced by the CCTV system for any purpose other than to achieve the objectives of said system.

The school notifies visitors to the site of the use of CCTV by appropriate signs around the school. The images that are filmed can only be accessed by those who are authorised to do so by the Head teacher. Static Cameras are positioned in order to ensure images captured are clear enough for police to investigate criminal activity and to avoid capturing images of persons not visiting the premises.

The medium onto which we record images is by a digital system and images will only be released to 3rd Parties if authorised by the Headteacher.

## Filming

Lessons may be filmed at school and used to for professional development for teachers. These are only shared within the LEO trust and are deleted after an appropriate period of time. The data is stored securely. Videos may also be used, with permission from parents, on twitter etc. Performances may also be filmed and sold to parents.

Please see the office should you have any questions regarding this.

## 31. Social Networking sites

Many parents do not wish for their children to be on social media sites. If you take photos etc please make sure that you edit and put your child only onto these sites – *see previous reference at section 24 – Photograph Permissions.*

Facebook, WhatsApp etc. should not be used for **any school related comments** and the complaints and concerns procedures should be followed. If you wish to share, confidentially, parents who are using sites inappropriately please let us know and we are happy to speak to them.

Our guidelines are:

- Parents should use social networking sites or messaging groups sites only as a forum to support one another and uphold the strong reputation of the school

- Parents should not post pictures of pupils, other than their own children, on social networking sites
- Parents should not post inappropriate comments about the school and its staff, parents or individual children on social networking sites or messaging groups
- Parents should make complaints or share concerns through official school channels rather than posting them on social networking sites or messaging groups

### 33. In Conclusion

We hope that you have found this handbook useful.

The information in this handbook is intended for the parents of children who currently attend the school or who will be joining in the future. It is correct at the time of publication but Government Legislation, Local Authority Policy and the particular circumstances of the school may create the need for some organisational changes and adjustments of policy. The handbook is updated regularly to reflect any such changes.

Please remember that we are always happy to meet and chat with parents if you have any questions or concerns, you are always welcome to talk to any member of the school office staff who will be pleased to help you and direct you to the appropriate member of staff.

