

***The Michael Syddall
Church of England
(Aided) Primary School***



Information Booklet

Headteacher: Mrs A McHarg Deputy Headteacher: Mr N Saunders

'Learning Is The Key To The Future

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School Uniform

Our school uniform consists of:

- Grey/black trousers, skirt or shorts
- white or blue polo shirt/blouse,
- navy blue sweatshirt or cardigan,
- blue and white gingham dress (summer only)
- black low heeled shoes,
- waterproof coat
- school book bag,

PE kit:

- black/navy shorts,
- white t-shirt,
- black plimsolls
- tracksuit bottoms, sweatshirt and trainers (for outside PE)
- school PE bag.

All our uniform items are available from our online supplier Schoolshop via their dedicated website www.school-shop.co.uk. All items can be ordered online **ANYTIME** through the secure, easy to use online shop. You can also place orders by phone or email and payment can be taken over the phone should you wish to order in any of these ways.

Sizing guides are shown against all products, so you know that you can order the correct size for your child with confidence, or you can call for any advice regarding sizing. If you have any questions you can reach Schoolshop on **01904 607331** or by email to sales@school-shop.co.uk between 7am and 5pm Monday to Friday.

Below is an easy, step by step guide of how to use the online ordering system.

1. Log onto <http://www.school-shop.co.uk>
2. Near the top of the page there is a search box, in here type **Michael Syddall C of E Primary School**. Click on the school name and all your products will load
3. Select the products you want to buy. Click the back button to return to the main products

4. When you have chosen all the items you need, proceed to the checkout.
5. They accept all major credit & debit cards and you will receive an automated confirmation of your order



Term Dates

Academic Year 2020-21

| Term | School opens at 8:45am on | School closes at 3pm on |
|-------------|---|---------------------------------------|
| Autumn 2020 | Tuesday 8 th September 2020 | Friday 23 rd October 2020 |
| Autumn 2020 | Tuesday 3 rd November 2020 | Friday 18 th December 2020 |
| Spring 2021 | Tuesday 5 th January 2021 | Friday 12 th February 2021 |
| Spring 2021 | Monday 22 nd February 2021 | Friday 26 th March 2021 |
| Summer 2021 | Tuesday 13 th April 2021 | Friday 28 th May 2021 |
| | <i>* Monday 3rd May 2021 is a bank holiday – school will be closed *</i> | |
| Summer 2021 | Monday 7 th June 2021 | Friday 23 rd July 2021 |

Training days for the **2020/21** academic year are: 7th September 2020, 2nd November 2020, 4th January 2021, 12th April 2021, 26th July 2021. **Children do not attend school on these dates.**

Downloadable versions of the term dates set by North Yorkshire County Council can be found at <https://www.northyorks.gov.uk/school-term-and-holiday-dates>
Please note the dates on the NYCC website will not include training days specified by the school.

The School Day

The school day starts at 8:45am, if your children arrive late they will receive a late mark in the register and they will be missing valuable learning time.

Key Stage 2 children (Years 3, 4, 5 & 6) can enter school from 8:35am. Foundation Stage & Key Stage 1 (Years 1 & 2) children enter school at 8:45am.

School ends at 3pm.

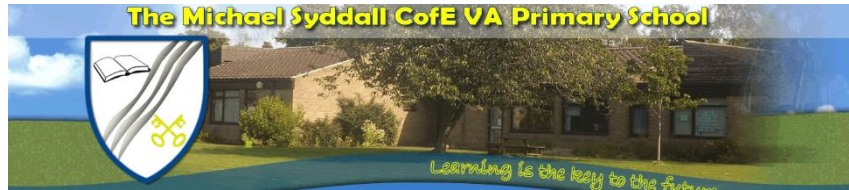


Communication & Payments

Weekly Newsletter

Each week we produce a newsletter which is emailed to parents and uploaded to our website. This contains important information regarding lunches, after school clubs, diary dates and other relevant information for that week.

School Website



If you require any further information about the school then you can go to our school website at www.michael-syddall.n-yorks.sch.uk where you can find the latest news and pictures along with school policies, performance tables, copies of newsletters, curriculum information and much more.

Facebook

We have a Facebook page which is regularly updated with information and pictures of activities and events the children have taken part in. Please have a look and see what we've been up to.



Schoolgateway

The school uses an online payment and communication provider called Schoolcomms, which is branded to parents as Schoolgateway.

The online payments, booking and messaging system allows us to communicate with you electronically via e-mail and text as well as giving parents/carers the opportunity to pay for school lunches/trips online, book and pay for clubs and book parents evening appointments. In order for parents/carers to access the online payments and booking system you will need to register for a School Gateway account as follows:

1. Either download the 'School Gateway' app from your smartphone or go to www.schoolgateway.com
2. Once downloaded, select the 'I'm a New User' button; enter your email address and mobile number that we have on record for you. Select 'Send PIN' and a PIN number will be text to your mobile phone
3. Alternatively to register via the School Gateway website, go to www.schoolgateway.com and select the 'New User' tab; enter your email address and mobile number that we have on record for you. Select 'Send PIN' and a PIN number will be sent via text to your mobile phone
4. Log in with your email address and the PIN, your account is now active and you will receive instant notifications of any new information in your notifications bar
5. If you change your contact details please let the school know as soon as possible as the system relies on us having the correct details.

N.B. Schoolcomms is registered with the data protection act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.

The system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

THE HANGOUT



The Hangout, our before and after school club provides high quality care for children aged 4 -11.

We aim to provide a service which not only meets the needs of both children and parents/carers but provides a welcoming, fun and most importantly safe environment for children outside normal school hours.

Staffed by experienced, qualified teaching assistants with full DBS clearance, the Hangout offers your child a wide variety of activities as well as providing them with a nutritional breakfast/snack if required.

The Hangout is open Monday – Friday during the school term at the following times:

| | |
|-------------------|-----------------|
| Morning Care | 7.30am – 8.45am |
| After School Care | 3pm – 6pm |

To help meet the varied needs of parents/carers we have a number of different booking options: whether you just require an early drop-off in the morning or care following an after school. We also offer a discount for more than one child from the same family.



Booking a place for your child in the Hangout is straightforward via the School Gateway. Payment is due at the time of booking in order to secure your child's place as numbers are strictly limited.

Charges



- Morning from 7.30am with breakfast £5.00
- Morning after 8am (no breakfast) £2.50
- Afternoon £3.50 per hour

The Hangout **Terms & Conditions**

The aim of The Hangout is to provide a high quality before and after school club which meets the needs of both parents/carers and children. For parents/carers, this means knowing your child is safe and happy in an environment that is familiar with reliable staff who are capable of offering a consistent service.

For children, this means an environment that is safe, supportive, encouraging, challenging, comfortable and familiar where they can be with their friends, relax and have fun.

Opening Hours

The Hangout is open from 7.30am on a morning. Children should not arrive for the club before this time and **must** be signed in by a parent/carer on arrival. Breakfast is served between 7.30am and 8.00am.

The Hangout is open from 3.00pm until 6.00pm. The club will charge a late fee of £3.50 per hour if your child is collected after the agreed time for collection. All children **must** be signed out by a parent/carer on collection. A snack will be available during the 4pm-5pm session for those children still with us at this time.

PLEASE NOTE: if you are late and arrive after 6.00pm to collect your child, you will be charged £10.00 for every 15 minutes thereafter.

Entitlement

We will provide your child with a varied and nutritional breakfast and snack. All staff have undergone food hygiene & allergy training and will take into consideration any dietary requirements and allergies.

While at the club, we will provide a variety of activities for your child to do. Some examples include:

- Have access to PE equipment and the trim trail
- Play the games within the club room
- Complete any homework they may have (if they wish)

Booking and Payment

Places should be booked through the School Gateway. The school expects to receive payment prior to your child attending. We reserve the right to refuse admission if payment is not made upfront.

It is important that your child is signed up to attend the club before the end of the previous school day for a breakfast club slot and before 2pm for an after school slot.

This will ensure that staff running the club have all of the relevant information and ensures that numbers do not exceed the legal number. Failure to book your child on may result in you being contacted to come and collect your child if numbers are too high.

Cancellation Policy

As a parent/carer, you must give 48 hours' notice to cancel a session to receive credit for another session.

Credit will be given on your account if your child is ill after being signed up or if the school is shut for any reason e.g. due to weather conditions.

Contact Number

In case of emergencies, the contact number for the club is **07756 040396**. This line will be available during normal club opening hours (Monday – Friday **7.30am – 8.45am** and **3.00pm – 6.00pm** term-time only)

Behaviour

We expect all children who attend the before and after school club to behave as they would during normal school hours. We will follow the school's policy for promoting good behaviour and give out merits accordingly. We will also use the school's sanctions and reserve the right to refuse admission to the club if a child's behaviour has been unacceptable. Parents will be spoken to about this.

Complaints

If you have any complaints, you should see the club staff in the first instance. If your complaint relates to these staff, you should speak to the head teacher or deputy head teacher. A copy of the school's complaints procedure is on the website.

By making a booking in The Hangout you are agreeing that you understand and agree to comply with the terms and conditions for The Michael Syddall C of E (Aided) Primary School's before and after school club.

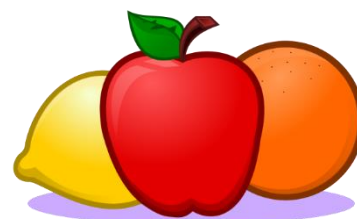
Fruit and Vegetable Scheme

Under the Government's School Fruit and Vegetable Scheme every child aged four to six in LA maintained schools is entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day.

We are delighted that our school is participating in this exciting scheme, which reinforces our commitment to healthy eating. The fruit and vegetables will be fresh and good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary, and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

It is essential therefore, that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.



Charging Policy

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:



- School Visits – If not enough contributions, these will be cancelled.
- Residential Visits – The cost requested by the centre.
- Swimming – Contribution toward the cost of transport to and from the pool.
- School clubs – this covers the cost of equipment/coaches/ ingredients etc

Extra-Curricular Activities

The school will endeavour to offer children a range of optional extra activities to widen their experiences. Parents may be asked to help with transport and supervision. The school, however, will not be able to reimburse parents for any transport costs.



Breakages and Lost or Damaged Books



Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to books, parents will be invited to pay a contribution to cover the whole or part of the cost.

Parents and Carers Behaviour Policy

We, the Governing Body and Headteacher, strongly believe that our school should be a welcoming and safe place for our children, staff, parents and visitors alike and that our parents share that belief. We have legal responsibilities for the safeguarding and wellbeing of children and staff, and a duty of care to all users of our school.

All adults who enter our school site at any time set examples of behaviour and conduct which influence children and young people and we believe that they should therefore demonstrate high standards of conduct in order to encourage our pupils to do the same. Parents and carers must show respect to all other parents and carers, children and staff.

Adults who do not behave in an acceptable manner may be asked to leave the site and the Headteacher has the right to further restrict their access. The process for restriction of access in relation to parents and carers who have reason to come on to the school site is set out in our Access Restriction Procedure.

Behaviour which is regarded as unacceptable includes:

- Physical abuse, threatening, oppressive or aggressive behaviour or use of offensive language towards other adults, staff or children
- Entering the school site under the influence of alcohol or drugs
- Smoking anywhere on the school site
- Bringing dogs, with the exception of Assistance Dogs, on to the school site without the explicit permission of the Headteacher

School-related issues which parents or carers have concerning school, pupils or their families must be brought to the attention of a member of staff. Parents or carers must not try to resolve any issues themselves by direct action on site. If issues cannot be successfully resolved by speaking to a staff member, parents' and carers' correct course of action is use our Complaints Procedure as appropriate

We expect all communication between parents and school to be conducted in a polite and respectful manner. Communication may be similarly restricted if it becomes unacceptable

Thank you for your cooperation.

Privacy Notice - General Data Protection Regulation (GDPR)

This Privacy Notice has been written to inform parents and pupils of Michael Syddall CE (Aided) Primary School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.

Who are we?

Michael Syddall CE (Aided) Primary School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526

What information do we collect?

The categories of information that we collect, hold and share include (but are not limited to) the following:

- Personal information of pupils and their family members e.g. name, DOB and address
- Educational attainment

- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain ‘special category’ data about our pupils including:

- Relevant medical information- please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944,1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014

- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, include:

- School trips
- Extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority – North Yorkshire County Council
- Previous schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority – North Yorkshire County Council
- the Department for Education (DfE)
- National Health Service bodies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

For more information regarding services for young people please visit our Local Authority 's website: <https://www.northyorks.gov.uk/>

How long do we keep your personal data for?

Michael Syddall CE (Aided) Primary School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
casework@ico.gsi.gov.uk 0303 123 1113