

# **MANORFIELD PRIMARY AND NURSERY SCHOOL**



## **Information for Parents School**

**SEPTEMBER 2023**

## **CONTACTING THE SCHOOL**

The address and telephone number for the school is:

Manorfield Primary and Nursery School  
Sangers Drive  
Horley  
Surrey  
RH6 8AL

01293 782839

E-mail: [info@manorfield.surrey.sch.uk](mailto:info@manorfield.surrey.sch.uk)

Website: [www.manorfield.surrey.sch.uk](http://www.manorfield.surrey.sch.uk)



## **STAFF**

**Headteacher**  
**Deputy Headteacher**  
**Assistant Head KS2**  
**Assistant Head Inclusion /Senco**

Nicola Jones  
Kelly Musk  
Fiona Hutson  
Anna Walton

### **Teachers (2023 - 2024)**

Mrs S Clarke  
Mrs C Frances  
Miss L Hobby  
Mrs F Hutson  
Miss C Jeffs (maternity leave)  
Mrs L Mortimer  
Mrs C Jones  
Mrs R Jones  
Miss E Quinlivan  
Mrs N Taylor  
Mrs S Beazley

### **Learning Support Staff**

Mrs A Smart	Mrs J Suddell
Miss K Taylor	Mrs S Weller
Ms V Catchpole	Miss N Short
Mrs A Drabble	Mrs N Pannell
Miss C Wells	Mrs M Hall
Mrs T Dwyer	
Mrs D Edwards	
Mrs N Freeman	
Mrs M Hemmings	
Ms S Mulligan	
Mrs A Murphy	
Mrs S Wells	
Mrs C Williams	
Miss K Dudley	

### **Administration Staff**

Mrs K James—School Business Manager  
Mrs L Boakes—School Assistant  
Mrs J Le Feuvre-School Assistant  
Mrs T Tennant - School Assistant

### **Home School Link Worker**

Mrs L Boakes

### **Elsa**

Ms S Mulligan

### **Premises**

Mrs S Medhurst  
Rapid Clean

### **Sports Coaches**

Visionary Sports Academy

### **Dance & Dance**

Starsteppers

### **Out of School Hours Provision**

Saira Abdool

### **Lunch Supervisors**

D Allen  
H Beadle  
G Brace  
L Dudaviciene  
S Jannat  
S Medhurst  
D Phillips  
N Short  
C Wells  
S Stovell

## **SCHOOL HOURS**

<b>Year Group</b>	<b>Start</b>	<b>Finish</b>	<b>Lunch</b>
Reception	8.50am	3.10pm	11.30 to 12.30
Year 1 to 2	8.50am	3.10pm	12.00 to 1.00
Year 3 to Year 6	8.50am	3.10pm	12.30 to 1.15

### **Reception and Year 1**

The gate opens to children and their parents from 8:40am. Children are encouraged to come into the classroom independently saying goodbye to parents at the door. The school day starts at 8:50am after which the classroom doors are closed and parents have to take their children through the school office to collect a Late Card.

At the end of the day, parents collect their children from the classroom. Parents wait outside of the doors. The children are sent out to parents by a member of staff.

### **Years 2 to 6**

Children are to arrive at school from 8:40am at this time the gate to the playground will be unlocked and the children will make their way to their classrooms. Children in Key Stage 2 may be dropped off using the staff carpark between 8:35-8:50am. Parents must remain in the car whilst children make their way to the gate. The school day starts at 8:50am after which time the gate will be locked and children must make their way into school via the office to collect a Late Card.

At 3.10pm parents can collect their children from their classrooms via the playground where a member of staff will be there to see them out. Teachers are available to speak with parents if required.

Children will be allowed to walk home on their own but only if written parental permission has been received.

### **Breakfast Club**

Manorfield runs a wonderful breakfast club from 7:50–8.40am everyday. This is a great time for children to enjoy fun games and activities, chat with friends and socialise while having a healthy breakfast in a safe and secure environment. Children get a wide choice of food and can fill up with as much as they like. Breakfast club is £4 per day. Places must be booked and paid for in advance. Please ensure that your child arrives prior to 8:15 or the gates will be closed and they may not be allowed access.

### **After School Club**

We offer an excellent After School Club here at Manorfield. Its runs daily until 6pm.

## TERM DATES

TERM / HOLIDAY	FIRST DAY	LAST DAY
AUTUMN 2023	1st September	20th October
	30th October	15th December
SPRING 2024	2nd January	9th February
	19th February	28th March
SUMMER 2024	15th April	24th May
	3rd June	23rd July

There are 5 in-service training days (INSET) during the year :  
There are 5 in-service training days during the year provisionally arranged as:

1st September 2023  
29th September 2023  
15th January 2024  
3rd June 2024  
21st June 2024

## IF YOUR CHILD IS ABSENT

The safety and well being of the children is of paramount importance to us. Therefore we request that you contact the school office before 10.00am if your child is absent from school. If no message is received, we shall attempt to contact you. If we do not receive a reply, the absence may be considered to be an "unauthorised absence" (truancy).

A reminder will be sent to you if we do not receive an explanation.

It is also important that your child is punctual; consistent lateness is detrimental to his or her progress and disrupts the start of the day for the class. If a child is late, he or she must report to the school office on arrival.

If it is absolutely necessary for your child to be absent from school during term time for any other reason, please fill in a Leave of Absence Form, which is available from the school office. There are very clear rules governing the authorisation of absences, and in line with Surrey County Council's recommendations and guidance, we have started to fine parents who take their children out of school for unauthorised reasons.

You may be fined if your child has:

- ♦ 5 or more unauthorised days off in a six week period
- ♦ 10 incidents of being late for school in a six week period
- ♦ any 10 sessions (that's 5 days) of unauthorised absence in a half term
- ♦ if your child gets stopped on a Truancy Patrol Stop

The fines are £60 per parent, per child, so this can mount up if there are several children. This will double if not paid within 21 days. Full details of the Code of Conduct relating to Penalty Notices are available on request in school.

## **IF YOUR CHILD IS INJURED AT SCHOOL**

### **Grazes, small cuts, minor bumps and nose bleeds.**

The child will be seen by a First Aider, assessed and treated as appropriate. The incident will be recorded in the accident book and the child will be given a sticker. The teacher will be told and will inform the parent/carer at the end of the school day.

### **Bumped Head**

(Head has swelling or the skin is sore, cut or grazed)

The child will be seen by a First Aider and treated as appropriate. The incident will be recorded in the accident book and a bumped head note will be completed and given to the teacher who will inform the parent/carer at the end of the school day.

### **Suspected Broken Bones or Concussion.**

The child will be assessed by a first aider.

If the child has a suspected broken bone or concussion then a telephone call will be made to the parent/carer and then an ambulance will be called if needed.

An ambulance will be called immediately if a child has been knocked unconscious. This will then be followed by a telephone call to the parent/carer.

A member of staff will stay with the child and accompany them to the hospital if the parent/carer or relative can not be there. This staff member will stay with the child until an appropriate adult has arrived.

All incidents involving a doctor or hospital visit will be recorded on the Surrey County Council Accident reporting portal.

## **ILLNESS & MEDICATION**

If a child requires any form of medication whilst at school, a Medication Form must be fully completed (these are available at the school office). However, please be aware that we are only able to administer essential prescribed medication and only if it is required 4 times daily.

In the case of asthma medication, we expect children to have an inhaler kept in school at **all** times. They are kept in the school office and are accessible for the children when required. Please keep us informed of any changes in your child's medical condition.

Any medication must be labelled with:

- a) the child's name
- b) the name of the medicine
- c) dosage and timing
- d) any further details of importance.

The school office provides the initial point of contact for minor first aid. If your child is ill during the day, we may need to get in touch with you. Please keep us up-to-date with any changes to emergency contact numbers. Children will not be allowed home unaccompanied if unwell.



## **UNIFORM AND PE KIT**

Available from [www.onlineschooluniform.co.uk](http://www.onlineschooluniform.co.uk)



Navy blue V-neck sweatshirt or cardigan with school logo

White polo shirt with school logo

Grey trousers/skirt (not charcoal or cargo trousers)

Navy blue check summer dress

Black school shoes,

Grey tights

Hijabs must be black or navy blue

### **PE Kit**

White t-shirt with logo

Navy or black shorts

Navy or black tracksuit bottoms and school jumper can be worn on colder days.

Plimsolls and/or trainers

### **Additional Items Available**

Navy fleeces

Waterproof fleeces

Rucksacks, Bookbags & PE bags

**PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY LABELLED**

## **JEWELLERY AND HAIR**

We do not allow children to wear jewellery at any time except for a watch and one set of stud earrings which the child must ideally be able to remove themselves. Multiple earrings and nose studs are not acceptable for school.

The AfPE Safe Practice Guidance which Surrey follows states that ideally earrings should be removed for PE, but where they can't, taping can be used. Parents of younger children can apply the tape before school, or the pupil can do it themselves prior to taking part in PE activities. If parents decide to have their child's ears pierced, we would recommend that this be carried out at the beginning of the summer holidays, so they are healed for September.

Coloured hair is not allowed. Styling products must not be used in school to style hair. Only dark coloured hairbands and headbands can be used. Big bows are not allowed. Shaved shapes and symbols are not allowed and long hair **MUST** be tied back at all times.

The Headteacher's decision on all matters to do with appearance is final.

## **SCHOOL LUNCHES**

KS1 children are entitled to a free school dinner. Children in KS2 will still need to pay, These cost £2.60 per day or £13.00 per week and need to be paid either weekly or half-termly in advance. We offer the facility for paying on-line via Scopay and ask that all parents use this. Please ask at the office for details.

If your child is in KS2 and is entitled to receive free school meals, please ensure that we have your national insurance number and date of birth. We can then process a claim for FSM entitlement.

Lunch money can be paid by cash at the office or online. **We do not accept cheques or card payments in the office.**

Alternatively, you may wish to provide your child with a packed lunch, or you may take your child home for lunch. Children are not permitted to walk home for lunch unaccompanied,

**Please note that all money sent into school must be in a sealed envelope, with the child's name, the amount enclosed, and what the money is for, written clearly on the envelope.**

*Please remember that Manorfield Primary and Nursery School  
endeavours to be a*

***NUT-FREE SCHOOL***

*This is to safeguard the well-being of children who have nut allergies.*

## **MID-MORNING SNACK**

Fresh fruit is provided free of charge for the children in Reception class and Years 1 and 2. This is shared between the children each morning, just prior to playtime.

Children in Years 3 to 6 are encouraged to bring in to school a piece of fresh fruit daily, which can be eaten during morning break.

Children must bring in a water bottle filled with water only. These can be refilled from the drinking taps at school.

**Sweets, fizzy drinks, juice etc.. are not to be brought into school at any time.**



## **MILK**

Fresh milk is available daily free of charge to all children up to the age of 5 in our PreSchool and Reception classes. They will be registered automatically with Cool Milk at School Ltd.

Fresh milk is also available to all other children at a subsidised price.

Please contact the school office for details or telephone 0800 142 2972 quoting School Code Number SI005030.



## **LOCAL VISITS**

At certain times during the year, the children will be making visits into the local area, such as for swimming and visits to local places of interest.

## **HOME LEARNING**

Children will receive homework during the week. This will include reading and practising spellings on a weekly basis. It may include times tables, literacy and numeracy tasks and general topic-based work on a termly basis.

The quantity and nature of the work will depend on the child's age. Exact details will be sent at the start of the school year.

Homework is an essential part of the children's education and is a great opportunity for parents to support their children with their learning.

Please note that all work set as homework is expected to be completed.

## **USEFUL EQUIPMENT**

From Year 2, children can bring to school basic equipment in a pencil case. All essential equipment is provided by the school but here are a few suggestions if you wish to provide your own: blue pen, pencil, sharpener, rubber, colouring pencils, maths set, glue stick. Pupils should have a pride in and also a sense of responsibility for their own possessions.

School handwriting pens and pencils are always available to purchase in school.

Please note that valuable items should not be brought into school, as the school cannot be responsible for such items. This includes mobile phones.

## **SWIMMING**

Children have a two week session of intensive swimming lessons at the Horley Leisure Centre on a rolling rota.

More details will be made available when your child's class is due to swim.

## **Guidance for parents/carers on the use of photographic/videoing equipment at Manorfield Primary and Nursery School.**

Manorfield Primary and Nursery School recognises that parents/carers who attend school events such as nativity plays or sports day like to capture special moments in photos or on video. Therefore, parents/carers are permitted to take photographs and/or make videos at designated school events where they have been specifically invited to attend by the setting and given verbal permission by the lead teacher.

Parents/carers must adhere to the following guidance at all times when using photographic/videoing equipment at Manorfield school events.

Photographs and video captured at school events by parents/carers are for personal use only.

Parents are only permitted to take photographs/video of their own child/ren.

Photographs and video from school events should not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other website. While Manorfield Primary School recognises the internet is an easy way to share treasured moments with family and friends we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/carers may not always know who these people are and Manorfield Primary school requires everyone's support to protect the whole community.

Parents/carers should not sell or distribute by any other means photographs or video taken at Manorfield Primary School events.

Members of staff at Manorfield Primary School reserve the right to challenge any person using photographic/video equipment at a school event who they do not recognise or where they do not know that person's connection to pupils. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request.

Parents/carers should only take photographs/video at the designated events as set out by the school.

Parents/carers should not take photographs in sensitive areas such as toilets or changing rooms at any time.

When at a swimming gala parents/carers should only take photographs of children from the shoulders up.

Parents/carers should be mindful of the appropriateness of the photographs/videos they are taking at all times. While Manorfield Primary school will ensure that pupils are appropriately dressed while in the designated areas at the school event parents/carers should ensure that any photographs or footage taken is sensitive and appropriate.

Parents are not permitted to take photographs/videos on the school grounds without explicit permission from staff.

Manorfield Primary School reserves the right to ask a parent/carer to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs Manorfield Primary School will follow necessary safeguarding procedures. Manorfield Primary School reserves the right to remove consent to take photographs/video at any time.

## **CLUBS**

A range of lunch time and after school clubs will usually be available for children from year R to year 6 throughout the year, A letter will be sent home on a termly basis in regards to the clubs available for that term.



## **TRAVELLING TO AND FROM SCHOOL**

We wish to encourage all children to walk to school.

Alternatively, your child may cycle to school if he/she is accompanied by an adult. Secure cycle parking is available. Children in Year 6 who have undertaken the Bikeability course may cycle unaccompanied with written permission from parents. Cycle helmets must be worn.

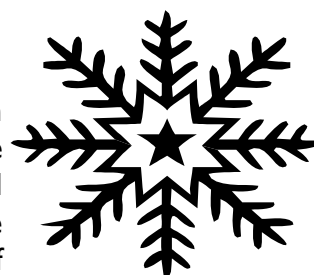
If it is necessary to bring your child to school by car, parents of Key Stage 2 children are able to drive into the school car park to drop off between 8:35-8:50am. Parents must follow the one way system through the car park and remain in the car until the child has reached the gate safely. The school requests that parents follow a voluntary one-way system, approaching the school from Sangers Drive. Please do not park on zigzag lines and respect our neighbours by not parking across driveways.

Children travelling home by taxi should wait in the entrance hall until collected by the driver. Please use the footpath and do not allow children to walk through the car park.

To keep your child safe, please would all parents of young children ensure that they hold their child's hand as they arrive and leave the school premises.

## **EMERGENCY CLOSURE**

On the rare occasion that the school may have to close due to an emergency or extreme weather conditions, information will be available on our school website. A board will be placed at the school gate to give updates and someone will usually be able to answer the telephone. We shall also send text messages to the mobile phone of the first parental contact so it is important that you keep us updated of any changes to your numbers.



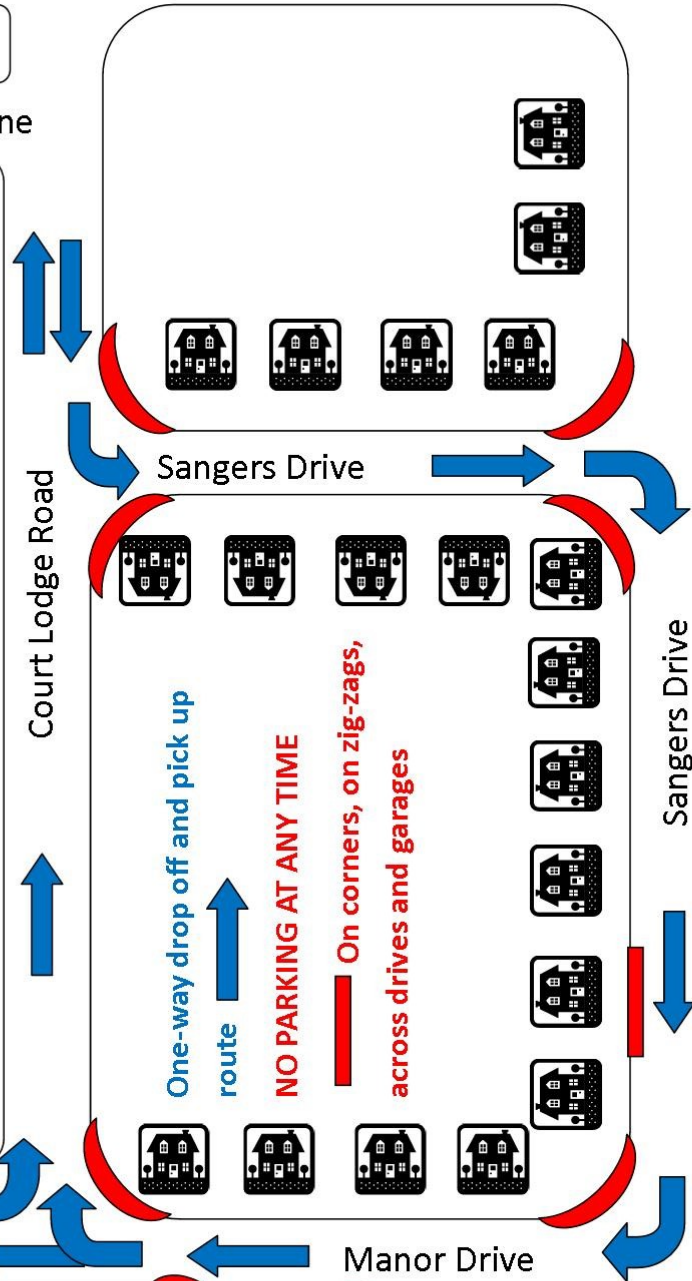
## **PARENTAL CONSENTS**

All new children will receive a copy of Manorfield's Parental Consents Information. Please read this through carefully with your child. This agreement, whilst not legally binding, outlines the expectations of the school staff, the parents and the children in providing the best quality educational provision for your child.

## **PARENTAL HELP**

There are many ways in which parents can help the school: accompanying school trips, providing transport, or helping in the library and classrooms. Please let us know if you are interested - we would be most grateful. Even if you are unsure of your special skill are, we are happy to offer suitable training. Helping pupils can be a very rewarding activity.

Vicarage Lane



One-way drop off and pick up route

**NO PARKING AT ANY TIME**

**On corners, on zig-zags, across drives and garages**



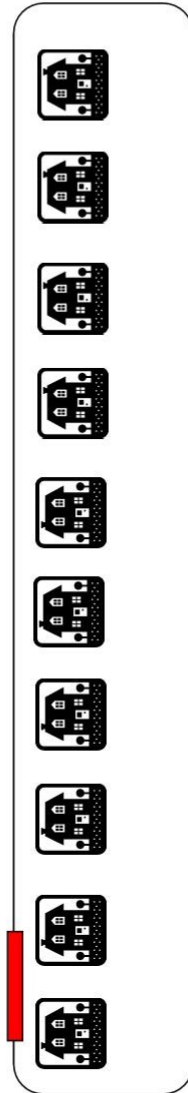
Garages - Please do not obstruct

Manor Close

Garages - Please do not obstruct



**Manorfield Primary & Nursery School**



## **TRAVEL PLAN**

We wish to encourage all of our children to travel to school in a safe and environmentally friendly manner. Our School Travel Plan encourages this in the following ways:

- To ensure that all parents who drive to school adhere to the agreed Driver's Pledge
- Allowing children in Year 6 who have passed their cycling proficiency to cycle unaccompanied to school
- To permit, with school and parental permission, children to travel to school by scooter
- To provide secure storage for cycles and scooters
- To provide suitable training for cycling and using scooters
- To encourage the local council to make improvements to the roads, including erecting bollards to protect grass verges, clear signposting and warning signs
- To participate in Surrey County Council schemes to encourage healthy means of travelling to school
- To erect a shelter for parents, providing protecting from rain and sunshine
- Promote car sharing
- To meet regularly with local residents and parents to monitor the impact of the Travel Plan and to make further recommendations

### **Drivers' Code of Practice**

**Manorfield Primary and Nursery School's Travel Plan** encourages parents and their children to travel to school in a manner which is safe, environmentally friendly, promotes healthy lifestyles and is also considerate to our neighbours. If you have no alternative than to drive your child/children to school, please read the following Code of Practice and sign the agreement on the Parental Consent Form enclosed.

**1 I will park away from the school entrance and not park on yellow lines or zigzags**

*The zigzag lines are designed to allow a clear view up and down the road for children to cross safely. If you stop, even to drop off on these lines you are making it dangerous for children. You are liable to a penalty fine if you stop on these lines. Try parking away from the school. By doing this you will be able to avoid congestion and will also be able to practice pedestrian road safety skills with your children.*

**2 I will not block neighbours' drives or park in a way that blocks access for anyone. I will also not park on the pavement or grass verge, even for dropping off children.**

*We wish to retain a good relationship with our neighbours. Please do not park on grass verges, as this causes immense damage and spoils the appearance of the road if they are churned up.*

**3 I will keep my children under my close supervision at all times.**

**4 I will always let my children out of the car onto the pavement, not into the road and treat others (parents and neighbours) with courtesy.**

**5 Between the hours of 8.30 to 9.00am and 3.00 to 3.30pm I will approach the school along Sangers Drive and leave by way of Manor Drive.**

*This will create a voluntary one-way system at the start and end of the school day, thereby improving traffic flow at these times.*

**I will adhere to the rules when using the staff car park for dropping off KS2 children in the mornings.**

*Parents are to observe the one way system through the staff car park and wait until a member of staff/Parent Council helps my child out of the car in a safe manner.*

Thank you for agreeing to this Code of Practice and for helping to make our school and neighbourhood a safer and healthier place.

This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

#### **Who Collects This Information?**

Manorfield Primary and Nursery School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

Under data protection legislation we are required to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

#### **Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

#### **Categories of Pupil Information 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);
- 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. To comply with the UK 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 where parental permission has been given;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

### **The Lawful Bases 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 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);
- Providers of learning software such as Google Classroom, Timetables Rockstar, Reading Plus etc. and
- The Local Authority.

Recently the Department for Education have requested more regular data sharing on pupil attendance to help support those vulnerable and to assist with intervention strategies.

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

### **Why we Share this Information**

For example, we share students' 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 keep 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.

### **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.

### **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

### **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>

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, contact: [office@manorfield.surrey.sch.uk](mailto:office@manorfield.surrey.sch.uk)

#### **Requesting Access to your Personal Data**

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 [office@manorfield.surrey.sch.uk](mailto:office@manorfield.surrey.sch.uk)

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 [office@manorfield.surrey.sch.uk](mailto:office@manorfield.surrey.sch.uk) 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 the school office, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)  
Lead Contact: Craig Stilwell

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.



