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SWANLAND PRIMARY SCHOOL

part of Swanland Education Trust

Admissions Information for Data Collection

For Reception (Foundation Stage 2)
Admissions 2020–2021

This booklet is for use alongside the online Admissions data collection form.

Please complete it by Friday 1st May 2020

Collecting your Information

[DATA COLLECTION FORM \(click here\)](#)

The majority of the information that we will need to collect from you can be submitted to us by using our online form (link above) this can also be found on the school's website:

<https://swanlandeducationtrust.co.uk/swanland-primary-school/parents/admission-arrangements>

or type this address:

www.swanlandschool.co.uk and then click on the PARENTS tab, select Admission Arrangements, scroll down and follow the link

PLEASE BE AWARE THAT THIS FORM NEEDS TO BE COMPLETED IN ONE 'SITTING'. IT IS RECOMMENDED TO ALLOW YOURSELF A MINIMUM OF HALF AN HOUR TO COMPLETE - THANK YOU!

Before completing the online form, please ensure that you have the following information readily available to hand:

- Name of everyone who will be listed as a contact;
- Their contact details including phone number, address and email address;
- Medical information for your child, including the name of any medication they may require whilst in school;

Privacy Notice – General Data Protection Regulation (EU) 2016/679

Swanland Education Trust, on behalf of Swanland Primary School, is a data controller for the purposes of the General Data Protection Regulation (EU) 2016/679. We collect information from you and may receive information about your child from your child's previous school and the Learning Records Service.

We hold this personal data and use it to:

- support our children's teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care; and
- assess how well the school is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. It may also include any photographs taken whilst your child is a pupil at the school, which may be published in support of the school and its educational activities (see the PERMISSIONS section in this booklet). Finally, CCTV images may be used in the furtherance of pupil and staff health and safety and School security.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority (LA).

If you would like to see a copy of the information about your child and/or you that we hold and/may share, please contact:-

Ms S Crawford – Data Protection Officer, Swanland Education Trust

c/o Swanland Primary School, Tranby Lane, Swanland HU14 3NE

Telephone: 01482 231800

Email: dpo@swanlandeducationtrust.co.uk

If you require more information about how the DfE and/or the LA store and use your information, then please contact:

The DfE's Data Protection Officer at DfE, Caxton House, Tothill Street, LONDON, SW1H 9NA

The ERYC Data Protection Officer at County Hall, Beverley, HU17 9BA

This data may only be used or passed on for specific purposes as allowed by law. As well as the LA and DfE, from time to time the school is also required to pass on some of this data to other agencies that are prescribed by law, such as The Standards and Testing Agency, Ofsted, the Department of Health, Primary Care Trusts, The Learning Records Service or any successor bodies. All these are data processors in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the GDPR, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing.

Parental Responsibility Information

To comply with the Education Act 1996, we are required to establish who is defined as a parent for each child in the school. This information will be treated in strict confidence.

Definition of 'Parent'

Section 576 of the Education Act 1996 defines 'parent' as

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Parental Responsibility

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order;
- being granted a residence order;
- being appointed a guardian;
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by:

- registering the child's birth jointly with the mother;
- through a 'parental responsibility agreement' between him and the child's mother as the result of a court order.

In addition, a Local Authority can acquire parental responsibility if it is named in the care order for a child.

Court Orders and Parental Responsibility

Court orders under Section 8 of the Children Act 1989 (often called Section 8 Orders) settle areas of dispute about a child's care or upbringing and can limit an individual's parental responsibility.

(The above information has been taken from the the Department for Education: Schools website and should be used only as a general guide.)

Notice of Parental Responsibility:

The information collected will be transferred into the school's computerised database. Under the GDPR, as advised on Page 2 of this booklet, anyone named has the right to know what information about them has been collected and be given an opportunity to check its accuracy.

Eligibility for Free School Meals and Pupil Premium Grant

Since September 2014, all children in Key Stage One (Reception, Year 1 and Year 2) are now given Universal Infant Free School Meals as part of a government initiative.

In addition, families in receipt of certain state benefits are also eligible for Free School Meals, regardless of the child's age. This eligibility for Free School Meals also determines whether the school itself receives the Government's 'Pupil Premium' grant, so it is extremely beneficial to the school to be aware of your child's eligibility even during Key Stage 1.

Pupil Premium is a government grant of £1,345 per eligible pupil paid directly to the school.

This funding may be spent in the following ways to support your child/ren:-

- for the purposes of the school, ie for the educational benefit of pupils registered at our school;
- for the benefit of pupils registered at other maintained schools or academies;
- on community facilities, eg services whose provision furthers any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated.

Your child may be eligible for free school meals if you receive any of the following benefits :

- Job Seeker's Allowance (income-based)
- Income Support
- Universal Credit – Your annual income assessed by the Department for Work and Pension must be less than £7,400. Any pupil eligible for free school meals before 1 April 2018 when the earned income threshold is introduced will retain their eligibility until the end of universal credit roll-out which is March 2022
- Child Tax Credit (but NOT receiving Working Tax Credit) – provided your annual income, assessed by the Inland Revenue, does not exceed £16,190 (**Please note:** this amount is subject to change in April every year)
- Employment Support Allowance (income-related)
- Guarantee Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999.

If you consider that your child MAY be eligible for free school meals in relation to the state benefits which you receive please complete the online form at: <https://www.gov.uk/apply-free-school-meals>.

If you receive confirmation that your child is eligible for free school meals, we should be very grateful if you would inform the School Office. Thank you very much.

CHILD PROTECTION POLICY

Please note that all personal data will be processed under the provisions of the General Data Protection Regulation (EU) 2016/679. The school has a Child Protection Policy based on national guidelines. Schools have a duty to refer cases to the Social Services where there is a reason to believe that a child may be at risk.

Permissions

Please read the information below before completing the Permissions section of the online form – thank you.

1. Thumb Print For School Library

We would like to take a digital image of your child's thumb print so that we can utilise our school library digital software package. (NB This is only recognition software, the images are not stored nor are able to be reproduced.) Your child will be trained by their teacher how to withdraw a book from our library and how their thumb print recognition will identify the person withdrawing the book.

We are aware that there may be some sensitivity in respect of any establishment taking personal information from individuals. To this end, would you please indicate on the Permissions section of the online form, your willingness to have your child access our library using a digitally recorded imprint of their thumb

2. Educational Walks Around Swanland Village

On occasions, the children will be taking part in educational walks around Swanland village, eg visiting the library, church etc as part of their topic work. Children are supervised at all times and are accompanied by staff and volunteers. Would you please indicate on the Permissions section of the online form, your consent for your child to take part in these activities.

3. Cooking/Tasting Activities – Food Allergies

At various times throughout the school year we will be carrying out cooking and baking activities in our Multi-Cultural Kitchen. We will be preparing various foods for the children to try. Please indicate and give details on the Permissions section of the online form if your child has any particular food allergies or intolerances to certain types of food. Should your child develop an allergy in the future, please send details (in writing) to the school office; this will then be recorded on your child's record.

4. Information Communication Technology Use – Acceptable Use Policy

Swanland Primary School encourages the use by the children of the rich information sources available on the internet. Together with the development of the appropriate skills to analyse and evaluate such sources, access to the internet is crucial in the society our children will be entering.

We are aware that internet access is fundamental to the learning process. Your child will have access to a range of computing resources, all of which will be internet-enabled and which may lead to any publicly available site in the world. Consequently, we believe that children must be safeguarded from inappropriate information. To this end, all our on-line sources will be filtered through an education standard firewall. Filtering is constantly undertaken in an attempt to ensure that all the information available to school is child-friendly. To further ensure that children use their skills appropriately, children will have permission to access the internet only under the watchful eye of a supervising adult. They will be made aware of e-safety through specific e-safety lessons and always during lessons. Access to on-line sources will enable the children to explore thousands of libraries, databases and bulletin boards while exchanging messages with people throughout the world. Our school believes that the benefits to the children from access to information resources and increased opportunities for collaboration exceed the disadvantages. However, the ultimate responsibility rests with parents and carers for setting and conveying the standards that their children should follow when using media and information sources out of school. Please indicate on the Permissions section of the online form that you give permission for your child to access the Internet. Please see the school website [‘Policies Page’](#) for our Acceptable Use Policy for children, staff and parents.

5. 'Seesaw' App – Photographs And Videos Permission

'Seesaw' (Years 1-6) is a pupil-driven digital portfolio that empowers children to independently document what they are learning at school and share it with their teachers, parents and classmates. Throughout the school year, Seesaw builds an organised, digital portfolio of each child's learning, accessible by teacher, pupil and parent. Seesaw also keeps parents 'in the loop' by giving them a real-time, personalised glimpse into their child's school day, via automatic iOS or Android app notifications, text message or email. Sometimes we take photographs and videos of the whole class or groups of children and then upload these to the 'Seesaw' app. This involves us tagging each child involved within that group activity, therefore, all the parents tagged are able to see all the children involved.

Due to the high level of security within Seesaw, only parents who have provided login details are able to access these videos and pictures. Seesaw is not a social media site and we would, therefore, ask that you do not copy any of the images from Seesaw and post them onto any social media site.

Please indicate on the Permissions section of the online form giving your consent for your child to use Seesaw.

6 to 11 Publication Of Photograph/Name/Work On Website, Social Media and by outside agencies

From time to time we take photographs or videos of sports teams, educational visits, events in school as well as children at work. In addition to being displayed in the school, photographs, names and work may be put on our school website, in a school publication or on social media. By giving permission for use on social media and outside agencies, you will also be giving permission for your child's photo to be used on the school's social media accounts as well as other agencies who work with us, for example sporting groups, visiting theatre companies and newspapers (eg Hull Daily Mail) etc, to use images in this way. It is essential that you complete the Permissions section of the online form indicating whether you give consent for your child to have his/her photograph/name/work published on our website or social media.

Policy for allowing photos to be taken by parents

On occasions such as school plays and sports days, parents often like to take photos of their children taking part in these events. For safeguarding reasons, it is Swanland Schools policy that this is allowed on the understanding that parents keep these photos for private use only and do not post photos that contain any other children than their own, on social media or any websites. Please tick the box on the online form stating that you have read and agree to this statement.

Swanland School Uniform (*Please indicate on the Permissions section of the online form to confirm that you have seen these school uniform requirements and agree to support the School's uniform policy – thank you.*)

Items with a '*' bearing the school name/badge, may be purchased online at:

www.schooltrendsonline.com or www.steadyschoolwear.co.uk or

<https://myclothing.com/swanland-primary-school/22778.school>

- White or navy polo shirt *
- Dark navy jumper/sweatshirt/cardigan *
- Dark navy or grey tailored trousers/shorts or navy skirt/pinafore dress/culottes
- Plain dark navy tights or white, navy, black or grey plain socks

Summer Options

Blue/white gingham dress (half white/half gingham is not acceptable)

Footwear

Outdoor footwear – black shoes

Indoor footwear – black plimsolls.

Please note that jeans, tracksuit bottoms or black trousers, baseball boots/'fashion' trainers and brightly coloured socks are not recognised as suitable attire for school.

PE, Dance and Games

All children will be expected to change for PE. The basic PE kit comprises:

Sky blue T-shirt with school logo*. Plain dark navy blue shadow stripe shorts*.

NB Please provide socks if your child wears tights.

Indoor PE (all ages) – PE kit (as above) plus lightweight training shoes, plimsolls (or bare feet).

Outdoor PE – Summer Athletics and Yard Games (all ages)

PE kit (as above) plus sturdy trainers. There is the option of purchasing a blue hooded sweatshirt for outdoor games. *

Outdoor PE – Field Activities (autumn and winter) – Ages 7-11

PE kit (as above) plus football boots, astro-trainers or similar sturdy and adequately soled footwear (**NB** no 'high-top' footwear). Warm over-garments ie navy blue, grey or black tracksuit or jogging bottoms and sweatshirt. There is the option of purchasing a blue hooded sweatshirt for outdoor games. *

Jewellery/Hair/Nails

In the interests of health, security and safety, the wearing of any sort of jewellery by children in school, is strongly discouraged. On no account may jewellery be worn during sports activities. Only small, plain silver or gold stud earrings may be worn for school. Please teach your child how to remove their studs for PE. Children with newly-pierced ears must cover their studs with 'micropore' tape to prevent them being caught. Please provide your child with the necessary tape on PE and Games days. Children with long hair will be required to tie it back during PE/Games/Swimming activities. Nail varnish is not permitted as part of school uniform and children will consequently be asked to remove it at their earliest convenience. All these recommendations are made in the best interests of the welfare of your child during their stay at Swanland Primary School; we hope you will support the staff in implementing them.

Tapestry (for Reception children only)

We use an exciting way to record, track and share your child's learning during their time in Reception. This system is called Tapestry and is an 'online learning journal'. It will enable staff to take photographs, videos and make written observations of the activities your child is involved in at school. You will then have access to this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal.

'Tapestry' is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by the school staff that use the system and yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available via the Tapestry Website: <http://eyfs.info/tapestry-info/introduction>.

You will only have access to *your* child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals. Once the Learning Journal is set up, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms. It is very important that you do not upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

You can find more information and videos on the Tapestry website: <http://eyfs.info/tapestry-info/introduction>

An account activation email will be sent to you in the first few weeks of September. Please click on the link to set your own password so you can log on to your child's account. You can then use the Tapestry app or log on via an email browser <https://tapestryjournal.com/> to view their journal.

We hope that you enjoy sharing lots of wonderful moments of your child's Reception Year.

Swanland Primary School Tapestry – An Online Learning Journal Permissions

Safe Usage of 'Tapestry'

- For safeguarding reasons, information from Tapestry should not be shared with other people.
- Photographs or videos from Tapestry should not be posted on a social networking site or displayed in a public place.
- Misuse of Tapestry or adding inappropriate comments will result in your parent account being withdrawn immediately.