



St Mary & St Michael

Catholic Primary School



Learning together hand in hand with our friend Jesus



Prospectus for the school year 2020/2021

Welcome

Dear Parents,

The staff, governors and children warmly welcome you to St. Mary & St Michael Catholic Primary School.

We firmly acknowledge the partnership that exists between the home, school and parish and actively strive to develop these links as we believe the process of educating your child is one in which we share responsibility.

St. Mary & St Michael is a school with a strong Catholic ethos. This permeates all areas of school life and is at the heart of our philosophy of education. Our whole curriculum is rooted in a religious understanding of life, where the gospel values underpin our efforts to provide a quality education for all.

In all that we do we aim to create a happy and secure environment, where children want to come to school in the knowledge that they feel unique and valued as members of God's family.

We aim to create aspirational targets for our children, increasing their potential for achievement in life, whilst holding on to their Christian values and duty to care for all in God's world.

We provide our children with a broad and balanced curriculum enriched by local outings, visiting theatre groups and workshops. We are committed to providing a wide range of out of school hours learning opportunities to meet the needs and interests of our children.

If you are considering St Mary and St Michael for your child I will be delighted to show you around the school where the atmosphere and ethos can be witnessed.

Childhood is a very special time and no one gets a second chance at it. We will do our very best to make it as happy and productive as possible for your child.

Yours faithfully

Mrs R. E. Mahon
Headteacher

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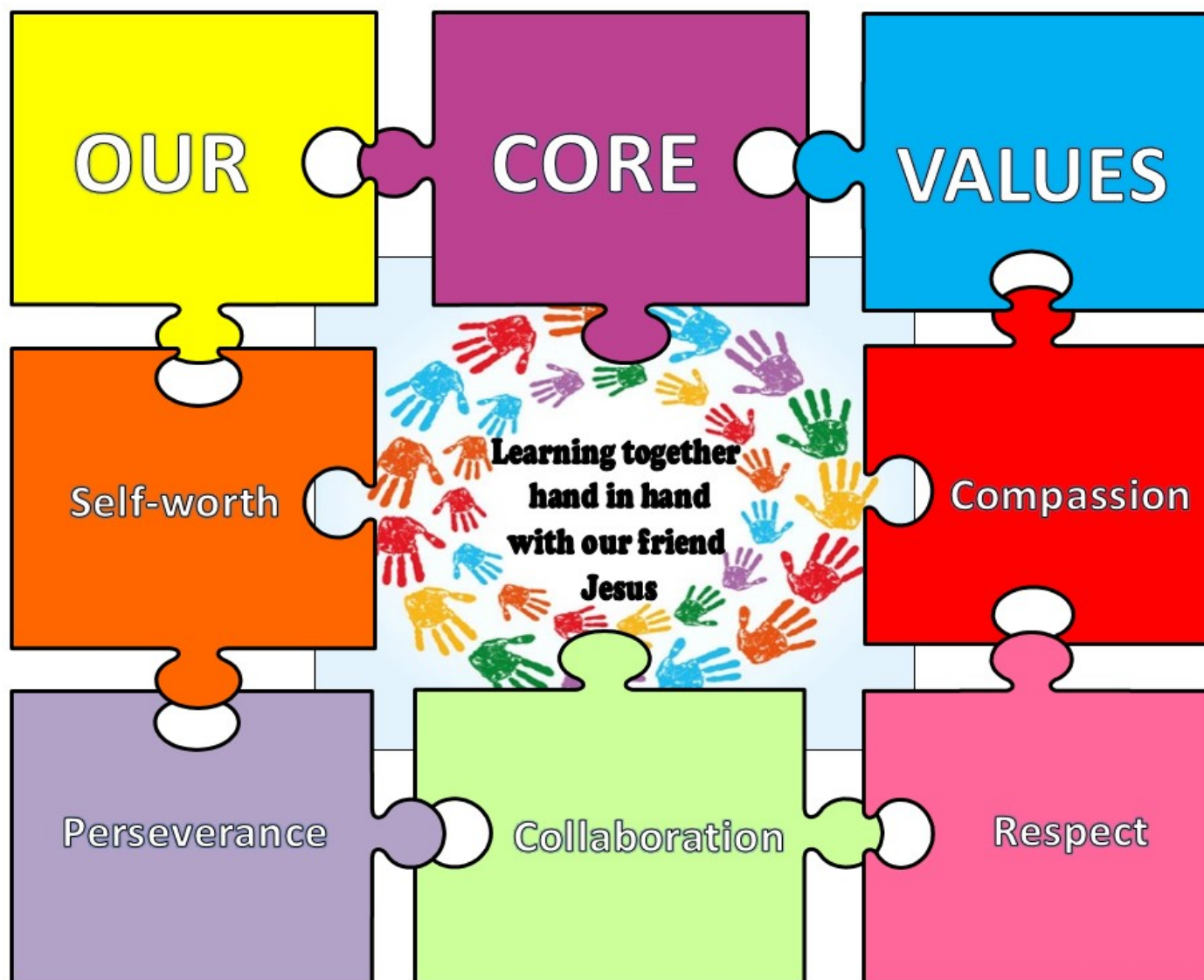


Our School Aims

As a Catholic school, we aim to provide the best possible education for your child, where the teachings of Christ inform all our efforts and the way we treat each other. We provide an orderly, safe environment in which effort and personal success are rewarded, special gifts are catered for and individual needs are met.

St. Mary & St Michael Catholic Primary School aims are:

- To have a broad and balanced curriculum which is innovative, creative and relevant; that develops the progression of skills, knowledge and practical abilities that will enable our pupils to become confident, independent life long learners.
- To help pupils appreciate all forms of human achievement.
- To help pupils understand the world in which they live and to recognise the inter-dependence of individuals, groups and nations.
- To be responsible citizens who make a positive contribution to society, whilst holding on to their Christian values and duty to care for all in God's world.



Central to the school life are the school's core values of perseverance, collaboration, compassion, respect and self-worth and all were in evidence.

Introduction

St Mary and St Michael Primary School is a Catholic Voluntary Aided School for children from 3 – 11 years. It currently has 449 children on roll divided into sixteen classes. The school provides education for children in three distinct phases:

- The Early Years Foundation Stage
Nursery & Reception 3 – 5 years
- Key Stage 1
5 – 7 years – Years 1 & 2
- Key Stage 2
7 – 11 years, Years 3 – 6.

The school is situated in the London Borough of Tower Hamlets and comes under the Trusteeship of the Roman Catholic Archdiocese of Westminster.

The school was founded by and is part of the Catholic Church. The school is conducted as a Catholic school in accordance with Canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deeds of the Archdiocese of Westminster.

In particular –

- Religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
- Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church; and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Sacramental Preparation

The Parish of St Mary & St Michael prepares children in Year 3 and above for the Sacraments of Reconciliation (confession) and First Holy Communion. They are supported during the preparation period by Fr. Willie Skeehan and catechists from the parish.

Details are available from either the school office or the Presbytery (Tel: 020 7790 5911).

Admissions Policy

The Governing Body of St. Mary & St Michael is responsible for admissions to the school.

Applications are welcome from parents who sincerely seek Catholic education for their children and are willing to participate in the life of the parish and school community in nurturing the Christian faith.

Parents are asked to note that children do not automatically transfer from Nursery to Reception Class. A separate application has to be made for admission to Reception Class.

Further details of our admissions procedures and criteria can be found on our website at www.st-marymichael.towerhamlets.sch.uk/admissions

The School Day

Nursery

Doors open at 8.50am
Register closes at 9.00am
School ends at 12 noon (half day) or 3.25pm

Reception

Doors open at 8.50am
Register closes at 9.00am
School ends at 3.25pm

Key Stage 1 Year 1 & 2

Doors open at 8.50am
Register closes at 9.00am
Break 10.15 - 10.30am
School ends at 3.30pm

Key Stage 2 Year 3,4,5 & 6

Doors open at 8.50am
Register closes at 9.00am
Year 3 & 4 Break 10.30 - 10.45am
Year 5 & 6 Break 10.50 - 11.05 am
School ends at 3.30pm

The quality of the pupils' experience of the richness of a Catholic way of living and believing is outstanding.

The History of Our School

The history of our school goes back as far as the 1850's when it began as an elementary school in Johnson Street, in which children from the ages of 5-14 were taught in one building. St Mary and St Michael Junior School was officially opened in November 1933 at Lucas Street, which is now Lukin Street. It continued to function as a school right through the Second World War, when it was also used as a rest centre. On 17th March 1945 a V2 rocket destroyed the Junior School building.



Luckily it was a Saturday and there was no loss of life, but some injury to three teachers who were on the premises at the time. One of these teachers was to become Head Teacher of the Junior School from 1945 – 1975 (Sister M. Cecil). For more than eleven years the school was housed in other available school buildings including Christian Scott School in Cranford Street.

In September 1956, the Junior School moved to the present building, and was joined by the Infant School previously in Johnson Street. The Infant School then took on the same name as the Junior School, but the two continued to function as separate, but closely linked, schools until the end of the 1998 / 1999 academic year. In September 1999, the Infant and Junior schools were amalgamated to become St Mary and St Michael RC Primary School.

The two Nursery Classes were opened in 1950 in Nissen huts in Thirza Street, where they provided a much needed service to the under fives at a time when Nursery class availability was very limited. A Nursery building was opened on the school site in 1963 to replace the temporary buildings in Thirza Street.



Pupils know and understand the school mission statement: "Learning together hand in hand with our friend Jesus".

Attendance and Punctuality

We place great importance on regular and punctual attendance both because it is a legal requirement and because days missed or late arrival disrupt the education of the child concerned and his or her classmates. Discipline in this and all other matters is part of the ethos of the school leading to appropriate self esteem and respect for others.

Late arrival/collection

Children who are late for school must sign in on the touch screen in the main entrance. If you arrive after the register closes at 9.00 a.m. your child will be marked late on the class register.

If parents or carers are late collecting children at the end of the day, they must go to the late room to collect their child and this will be recorded in the late book.

Persistent lateness will result in a letter to parents and the Attendance and Welfare Officer may have to be informed.

Absence

If your child is unwell and unable to attend school please telephone the school before 10 a.m. on the first day of absence or give a message in to the school office. Please send in a note to your child's class teacher when they return to school.

If your child's attendance drops below 95%, or is erratic or unauthorised you will receive a letter from the Headteacher; this may then be followed up by the school's Attendance and Welfare Officer.

Medical Appointments

These should be arranged outside school hours wherever possible. If you need to take your child out of school for any reason you will need to give us notice of this.

Holiday

The school has adopted a position of not authorising requests for leave of absence (commonly referred to as term-time holidays), which is supported by the Local Authority.

Parents may request a leave of absence in exceptional circumstances or on compassionate grounds but they do not have a right to it. Only one period of up to 10 days absence in any academic year will be considered.

Emergency contact names and numbers

It is essential that these are updated when necessary so that you can be informed quickly at home or at work if your child is ill or has an accident. It is extremely important that the school has emergency contact numbers for your child. If we cannot contact you, we will contact the person you have asked us to in the event of an emergency. We would urge all parents that the emergency contact number you give us in school is a neighbour or family member living near you so that your child can be collected as quickly as possible if they are feeling unwell. If we are not able to contact anyone, we will, if necessary, arrange proper medical attention, which may mean taking your child to hospital by car or by ambulance.

Please make sure that changes to telephone numbers are reported – in writing – to the School Office.

Parent/Guardian Absence

If the child's parent/guardian is absent from the family home for any length of time, the school must be informed in writing of:

1. Who is caring for the child in your absence
2. The above persons contact details
3. The date parent/guardian leaves and returns
4. How parent/guardian can be contacted while away in case of an emergency.

Failure to comply with this could lead to a referral to Children's Services.

The overall attendance of pupils has improved significantly.

School Uniform

All children without exception are expected to wear the correct school uniform as it is a positive way of helping children feel part of our school community.

School Uniform consists of:

Early Years Foundation Stage

- Navy blue sweatshirt with school emblem
- Plain navy blue tracksuit bottoms/plain navy blue shorts in the summer
- Light blue polo shirt with school emblem
- Black rubber soled shoes or trainers with velcro fastening
- Navy blue or black winter coat
- Book bag with school emblem

Girls Winter Uniform KS1 & KS2—Years 1—6

- Navy blue pinafore dress or navy blue skirt
- White cotton shirt
- Navy blue cardigan with school emblem
- School tie
- Plain white, navy or black socks/tights
- Navy blue or black coat (no hoodies)

Girls Summer Uniform

- Blue/White gingham dress
- Navy blue cardigan with school emblem
- Plain white, navy or black socks/tights

Boys Winter Uniform - KS1 & KS2

- Long grey trousers
- White cotton shirt
- Navy v-neck jumper with school emblem
- School tie
- Navy blue, grey or black socks
- Black shoes
- Navy blue or black winter coat (no hoodies)
- Book bag with school emblem

Boys Summer Uniform

- Grey shorts
- Short-sleeved white cotton shirt with school tie or light blue polo shirt with school emblem
- Navy v-neck jumper with school emblem
- Plain white, grey or black socks



The school is a happy and friendly place to be.

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PE Kit

The P.E. kit for children in Years 1 – 6 is as follows:

- Navy blue sweatshirt and navy blue tracksuit bottoms for playground activities in cold weather
- Navy blue shorts and plain white t-shirt for indoor activities
- Plain black plimsolls
- Drawstring P.E. bag with school emblem

Year 3 - Year 6: May bring trainers for outdoor PE (optional). Trainers should be below the ankle. If your child does not have trainers they should wear black plimsolls. Fashion converse shoes and high top trainers are not suitable for PE.

These items should be kept in a named draw string bag in school at all times during the school week.

All clothing and personal property must be clearly marked with your child's name. Please check labelling at intervals for fading. Lost property is collected and placed in a large storage box in the playground. Whilst every effort will be made to find lost items of clothing, the school cannot be held responsible for any loss or damage.

All items of St Mary & St Michael school uniform can be purchased from the following outlet:

Ocean Designs
10 Watney Market
London
E1 2PR
Telephone: 020 7702 8881

Hair

- **NO** colour products in hair (i.e. bleach, dye, highlights or coloured extensions).
- Long hair **MUST** be tied back with simple hair accessories or hair bows in navy blue, black or white only.
- **NO** extreme hair styles e.g. fashion/celebrity styles; this includes mohicans, over use of gel and patterns shaved in hair.

Jewellery and Accessories

Jewellery must not be worn. Small gold or silver stud earrings are tolerated but children must be able to remove these themselves for PE lessons (Health & Safety regulations). Pupils in Years 3 to 6 may wear a watch, fitted to the wrist. No smart watches.

No nail varnish, nail extensions or make-up

No tattoo transfers

Failure to comply with our uniform policy can lead to children losing privileges, missing break time, being stopped from attending off site activities e.g. sports events, swimming lessons, trips. Parents will also be sent a letter reminding them of our uniform policy. Children who do not wear school shoes will be asked to change into their plimsolls. If they don't have plimsolls a pair will be provided by the school.

Any decision regarding failure to comply with our uniform code will be left to the discretion of the Headteacher.

Sports and physical education are clearly a strength of the school. The school's achievements in sporting competitions are something to be proud of.

The Curriculum

Curriculum Statement

At St Mary & St Michael we offer an inclusive, broad and balanced curriculum which is designed to give children the knowledge and skills to prepare them for the next stage in their education. We aim to create aspirational targets for our children, increasing their potential for achievement in life, whilst holding onto their Christian values and duty to care for all in God's world.

The Early Years Foundation Stage—Nursery & Reception

Children are currently admitted to Nursery in the September following their third birthday and they start in Reception Class in the September before they are five.

In the Foundation Stage we provide your child with the experiences to make progress towards the early learning goals. These goals cover seven areas of young children's development and learning.

We use the Early Years Foundation Stage Curriculum in Nursery and Reception. The framework outlines seven areas of learning and development that must shape educational programmes in early year's settings. It has a new focus on three prime areas of learning as the foundation for all learning.

The three prime areas of learning are:

- communication and language;
- physical development;
- personal, social and emotional development.

The four specific areas, through which the three prime areas are strengthened and applied are:

- literacy;
- mathematics;
- understanding the world;
- expressive arts and design.

Children in the Early Years Foundation Stage have their own purpose built unit with outdoor play facilities.



The early years environment is bright and attractive. All areas of learning are well represented and leaders have invested in high quality teaching resources that inspire and enthuse children to learn. Consequently, all children are happy, safe, settled and have fun.

Key Stage 1 (Years 1&2) and Key Stage 2 (Years 3, 4, 5 & 6)

All children follow the National Curriculum.

The curriculum subjects covered in Key Stages 1 and 2 are:

- Religious Education
- Core subjects - Literacy, Numeracy and Science
- Foundation subjects - Art and Design, Design and Technology, ICT, Geography, History, Music and PE/Games

A full list of subject areas and what is covered is outlined on each year group's curriculum map on our school website www.st-marymichael.towerhamlets.sch.uk

In Key Stage 2 children are taught a modern foreign language which is Spanish.

Our aim is to ensure that all children acquire high levels of attainment in all subject areas so that they leave primary school skilled in literacy and numeracy and knowledgeable about the world around them and their relationship to it. We seek to identify individual gifts and talents; our teachers are adept at finding ways of developing these so that each child is happy in themselves and with their achievements as well as being respectful of those of their peers.



The wider curriculum is taught through themes and topics and pupils speak positively about the opportunities to develop their skills in computing, history and science, for example.

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Religious Education

We believe that R.E. embraces both your child's life and the life of the school. Through our R.E. programme we provide daily opportunities for your child to explore through different mediums – scripture, worship, singing, art, poetry, music etc. – ways of enhancing our Christian community.

Our school policy aims to foster the religious growth and development of your child during his/her time with us. This is achieved through a partnership with home and parish. This aim is reflected in our Mission Statement.

We follow 'The Way, The Truth and The Life' RE programme, a scheme based on the teachings of the Catholic Church. Within our RE programme the children are also taught about aspects of other faiths.

All classes pray together three times a day. On days there is not a whole school or key stage assembly a collective act of worship takes place in the classroom. Parents are welcome to join us for class assemblies which take place on a Friday at 2.45pm.

During the academic year the whole school will celebrate mass in St. Mary & St Michael Church on Holy Days of Obligation, on our patron saints feast day and at the end of the year. Class masses, liturgies and reconciliation services also take place.

The Parish, supported by the school, undertakes preparation for Reconciliation and First Holy Communion.

The right of parents to withdraw their child from Religious Education and collective worship must be discussed with the Head Teacher/Governing Body prior to admission to the school.



Sex Education

We recognise that it is the privilege of parents to inform and educate their children in all matters concerning sexual development. We also recognize that parents need the support of the Christian community in this sensitive task. At school we teach the facts of human development in accordance with the age of the children, the demands of the National Curriculum and in the light of Christ's teaching on love, marriage and the sanctity of life. To teach this aspect of the curriculum the school follows the Christopher Winter project and parents are invited to a meeting each year to view the materials and content of the programme.

We provide a context in which respectful, warm relationships are fostered between staff and pupils so that children's attitudes are strengthened by their experiences of life in school.

(Parents have the right to withdraw their child from all or part of the sex education provided—but not from teaching of the biological aspects of human growth and reproduction that is necessary under the National Curriculum science.).

Pupils show good levels of engagement , and display a positive interest in RE.

Assessment

Teacher Assessment is a continuous process and covers all areas of the curriculum. It involves considering each child's strengths and weaknesses, setting targets and developing learning programmes.

Children's current level of attainment is reported to parents every term. At the end of the school year parents receive a written report on their child. The purpose of the report is to enable the school to share the child's achievements, goals and attainment with the parents.

Homework

The school values the place and importance of homework for pupils. Homework is any work or activities which pupils are asked to do outside lesson time, either on their own or with their parents or carers. At the beginning of every academic year all parents receive a copy of the type and amount of homework their child will receive, when it is given and when it is due in. Parents are responsible for supervising the presentation of homework and ensuring that it is returned regularly to school. Work will include reading, or being read to, spelling, number work and sometimes topic work.

We also encourage pupils to develop outside interests e.g. Cubs, Brownies, drama, music and sports clubs.

Educational Visits

Off-site visits to explore the local environment or to places of interest in connection with the curriculum are important for children's learning. Visits are also valuable opportunities for personal and social education and will be used fully to develop children's awareness of self, of others and the world around them.

There is an annual residential school journey to an outdoor education centre for our 6 pupils where they take part in a wide range of challenging activities.

The safety and wellbeing of the children is of prime importance for all visits. Rigorous risk assessments are carried out prior to any visits taking place and an emergency plan is prepared for all residential visits.



Pupils excitedly talk about the high number of educational visits which they enjoy.

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After and Before School Provision

Breakfast Club

The school has its own breakfast club where children can be left supervised by staff from 7.45am every morning. A choice of cereals, toast, fruit, yoghurts and fruit juice are available followed by table top activities when breakfast is completed. There is a charge for breakfast club of £1.50 per morning and 75p for siblings. Breakfast club is available to all children attending the school. From 8.30am—8.50am children may attend breakfast club free of charge but must be accompanied by a parent.

Children can attend for one morning or five mornings a week or just on special occasions when they need to be left at school early.

After School Clubs (Busy Kids Clubs)

The school has a wide range of out of school hours learning opportunities for children (**OOSHL**) in Key Stages 1 and 2 which run from the end of the school day (at 3.30pm) until 4.40pm. These vary from term to term and details are made available at the start of each term. There is a charge for instrumental tuition and the fees for most clubs is £20.00 per term. The school has gained a Quality Assurance Award from the local authority for the range of OOSHL activities it provides.

After School Care

Our After School Care runs from 4.45pm until 6.00pm. Parents who require this service must register their children to attend an after school club straight after school on the days they wish their children to attend.

Our After School Care is intended to provide affordable child care for working parents and carers. For details of places available and the cost of sessions please contact Richard Marshall via the school office.



Parents and pupils are complimentary about the activities that take place beyond the classroom.

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Leaving Children at the Start of the School Day

School starts promptly at 9.00am for all children. Children may enter the building at 8.50am. Nursery and Reception children should be taken into the Early Years Foundation Stage Unit and settled by their parents/carers. The school gate opens at 8:30am. Children in Year 3– 6 can take part in morning exercise school. Please encourage good habits of punctuality from school entry by ensuring that your child arrives on time for the start of the school day. Punctuality as well as attendance is carefully monitored by the school on a weekly basis.

Collecting Children at the end of the School Day

School finishes for children in the Nursery and Reception classes at 3.25pm and for children in Key Stage 1 and Key Stage 2 at 3.30pm. We ask parents and carers to collect children promptly at the end of the day and not to leave them waiting anxiously. If you are unavoidably delayed please contact the school so that we can reassure your child and let them know why you are delayed.

Charging Policy

It is school policy to charge parents for residential school journey fees. Where items of school property are lost or damaged, parents will be asked to contribute to the cost of replacement. For further details see our school website.

Voluntary Contributions

It is customary to ask parents to contribute to the cost of travel and entrance fees on day visits. No child is prevented from attending or is otherwise penalised if his/her parents are unable to pay. However, if the voluntary contributions fail to cover the costs involved, the trip may have to be cancelled.

School Meals

School meals are currently free for all children in Reception - Year 6. For nursery children meals are available at a **cost of £9.50 per week**. There is usually a choice of menu and dietary requirements can be met. The meals are cooked on the premises.

Free School Meals

If you are in receipt of Income Support or Jobseekers Allowance we strongly urge you to apply for free school meals. Please contact the school office for details.

Packed Lunches

Alternatively, children may bring a packed lunch in a lunch box clearly labelled with their name. Packed lunches should contain only healthy and nutritious foods and should provide a good balance of proteins, carbohydrates and fresh fruit/vegetables. They should not contain an excess of fatty foods such as chocolate and crisps. Glass bottles, canned or fizzy drinks and sweets are **not** permitted. Our Packed Lunch Policy on our school website includes suggestions on what to include in a healthy packed lunch.

Snacks

Children in the Nursery, Reception class and Years 1 and 2 are provided with a piece of fruit each day under the National Fruit Scheme. Nursery and Reception children also receive a third of a pint of milk each day.

Home-School Partnership

At St. Mary & St Michael we see the education of your child as a collaboration – school and parents working together. Contact between home and school is encouraged. There is evidence to show that children make the most progress and are happiest where parents co-operate in their education and understand and support the work of the school

We have a whole school agreement which we ask you to sign annually; this outlines our commitment to your child and to you as well as your commitment to give the school your support.

Finding out about your child's progress

Parents are invited to attend parent and teacher consultation afternoons at the end of the Autumn term to discuss strengths, identify areas for development and agree targets. The Spring term meeting in March, gives an opportunity for parents to share their child's achievements and to review targets set. The end of school year meeting in June allows parents to see the progress their child has made over the school year. At all of these meetings the children's work will be available for parents to look at. These appointments are for 10 minutes.

Newsletters and Calendars of Events

A "List of Dates" for the term is sent out at the beginning of each term and a weekly newsletter is also sent electronically to parents and available on our website, along with dates, policies, letters etc. Please remember to check your child's school bag regularly for letters that are sent home.

Governor's Fund

St Mary & St Michael is a voluntary aided school which means that the Governing Body are required to fund 10% of the cost of any building works or major repairs carried out at the school. They are also responsible for the fabric of the building and the perimeter fencing. The Governors rely entirely on voluntary donations from parents and carers to raise the 10% required and ask every family to donate £10.00 per term or £30.00 per year to the Governor's Fund. Numbered collection envelopes are given out at the beginning of every new term with a number allocated to each family.



The commitment to partnership and community in the school is good.

Behaviour & Discipline

The ethos of the school, embodied in the school Mission Statement, must have a supportive framework in which every individual including the staff, is highly valued and knows it.

At St Mary & St Michael we have a whole school approach to behaviour management. We have high expectations of pupils' behaviour both in and out of the classroom. Any form of bullying or behaviour which causes stress to other children or teachers is firmly rooted out.

If the school is concerned about your child's behaviour, the parents are contacted as soon as possible. It would support the development of your child if home and school provided a consistent approach to behaviour. We look to parents to support our Behaviour Policy. Our Behaviour Policy and Anti Bullying policies are available on our school website.

Problems

At St Mary & St Michael we value the good relationships which have built up over the years between parents and the school. We want your child to be happy, safe and fulfilling their potential at all times at school but inevitably things can from time to time go wrong. The majority of issues raised by parents, the community or pupils are concerns rather than complaints. St Mary & St Michael school is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum and without needing formal procedures. However, depending on the nature of the complaint, you may wish or be asked to follow the school's formal complaints procedure.

The complaints procedure has three main stages.

In summary, they are as follows:

- Preliminary Stage - Talk to the teacher
- Informal Stage - Meet the Phase Leader, Deputy Headteacher or the Headteacher
- Formal Complaints
- Reference to Governors

If you would like a copy of the policy it is on the school website or please ask at the school office.



Throughout the school, pupils behave well and show respect and good manners to others.

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Inclusion

Special Educational Needs (SEN)

If your child has any difficulties accessing the curriculum we will work with you as parents to identify these difficulties and find ways of providing appropriate support in line with the National Special Needs Code of Practice. Full details are on the school website.

English as an Additional Language

We recognise and value other languages and encourage our children to learn their mother tongue language, whilst we support them in learning English through our visual and practical curriculum.

Equalities Mission Statement

We are committed to ensure equality of educational opportunity and support for all pupils, parents, carers and staff irrespective of sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Our Equalities Policy and action plan is available on our school website.

Accuracy of Information

The information contained within this document relates to the school year 2020 -2021. Every effort has been made to ensure that this information was correct in relation to that year at the date of publication. It cannot be assumed however, that there will be no changes before the start of, or during, the school year 2020—2021 or in relation to subsequent school years.



Pupils who have special educational needs and/or disabilities are taught well.

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Privacy Notice for Parents and Carers

Who processes your information?

St Mary & St Michael Catholic Primary School is the data controller of the personal information you provide to us. This means the school will determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

There may be times when it is necessary to share your personal data with a third party, this will only be done with your explicit consent, unless there is a legal requirement for the school to share your personal data.

Why do we collect and use your information?

St Mary & St Michael Catholic Primary School has the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, your LA (Local Authority) or the DfE (Department for Education)

We collect and use personal data in order to meet our legal requirements and legitimate interests as set out in the GDPR (General Data Protection Regulations) and UK law, including the following:

Article 6 and Article 9 of the GDPR

Education Act 1996

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, there may be some data that is provided on a voluntary basis. When we collect data from you we will inform you whether there is a mandatory requirement for you to provide this or whether your consent is required. When consent is required, the school will provide you detailed information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at St Mary & St Michael Catholic Primary School and their families is stored in line with the school's GDPR Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The school is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

St Mary & St Michael Catholic Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- Your LA
- The NHS
- The DfE

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the school uses your personal data.
- Request access to the personal data that St Mary & St Michael Catholic Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way St Mary & St Michael Catholic Primary School is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

The School's Data Protection Officer can be contacted on 0203 8138704 or louise@connetix.co.uk