



# Parent Information Booklet



To make  
Primrose Lane  
a happy school we  
should always:  
**Be kind, helpful, fair and  
polite to everyone in our  
school.**  
Look after and take care of  
things around us.  
Try hard to do our best in  
everything that we do.

*Primrose Lane Golden Rules*



# School to Parent Communication Platforms

With the school's new communication systems now in place, please see below the methods the school will use to communicate with you in regards to newsletters, school trips, parents evenings and other general communication.

A telephone conversation will always be the first port of call should a teacher or staff member need to communicate with you regarding your child. Please ensure your details are up to date.



## TEXTING

Text messaging will primarily be used to confirm club membership, cancellation of events, school closures or other urgent notifications.



## EMAIL

All messages and documentation will be sent via email to priority 1 and 2 contacts who have parental responsibility.



## MCAS

All messages and documentation will be sent via Announcements on the MCAS portal. Please download the APP and allow push notifications if you wish to be notified when these are sent.

Guidance regarding Severe Weather and Emergency School Closures are available under the Parents section of our website, under the MCAS **Important Document Section** and are sent out periodically.

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# Home School Agreement

Primrose Lane Primary School is part of the Yeovil Area Community Academy Trust.

The Trust aims to provide a safe, caring, happy and well-ordered environment where everyone's contribution is valued, and all members of our school community develop their full potential.

## Our Vision

For all children within our family of schools to have access to learning and experiences that allow them to be confident and ambitious, to realise their potential, and to believe in their own success. For each school within our trust to thrive and grow, to build and nurture a strong identity within its own community.

## Our Values

### Teamwork:

Teamwork in our trust starts with the children, who are taught the skills and benefits of collaboration throughout their primary journey. Opportunities to work together are found through the taught and broader curriculum. Schools in our trust, and their continued success, are reliant on the collective efforts of our staff team and parents working together to create school environments that nurture growth, learning, and personal development.

### Aspiration:

We want our children to be ambitious about the possibilities for themselves now and in the future, to believe that they can go beyond the expected, to refuse to be limited in what their lives can bring. Schools in our trust are reflective and always seeking to improve. We believe that by working together, all schools can improve and should strive to do so. Our schools are ambitious for their children and view overcoming disadvantage as key.

### Kindness:

Kindness is the cornerstone of community. We work hard to help our children to value kindness and to become thoughtful, compassionate individuals who embrace difference and do the right thing even when no one is watching. We expect children, staff and parents to be thoughtful and considerate towards one another and to build positive relationships: to be kind and respectful in their interactions.

### Success:

We believe that it is our role to enable all children to succeed. Through our curriculum, broader offer and partnerships, we strive for all to reach their potential. Success for schools in our trust builds on strong foundations in reading, writing and maths; to encompass other taught subjects, wider personal development, becoming a responsible member of the community and preparation for secondary school. Through effective partnership, working schools in our trust are supported to succeed, to improve outcomes for the children in their care, and to meet their wider goals.

At Primrose Lane, classrooms will be vibrant, supportive and welcoming. They will be full of children motivated by positive, well-paced and purposeful lessons. And these lessons will be delivered by staff that are passionate about the children's success.

Every parent/carer will be able to feel proud of their child's/children's achievements, and will know exactly what these are. Clear guidance will be given about the best ways to support children with learning out of school.

## Information

The **SCHOOL** will:

- provide parents with a brief outline of what children will be learning during that term;
- keep parents informed about school activities through letters home, Primrose Lane Post, school app, school website and the text messaging service.
- tell parents at an early stage of any concerns or problems that we have regarding your children's work or behaviour;
- ensure that we are available, by prior appointment, to discuss your children's progress or concerns;
- inform parents each term about children's progress through the following programme:

October	Workshare and open evenings
January	Parents evening – discuss progress, next steps etc.
May	Workshare and open evenings
July	Parents evening – end of year report discussions

**PARENTS** will:

- provide the school with up-to-date addresses, telephone numbers and emergency contact numbers;
- let us know of any concerns or problems that might affect their child's learning;
- attend parents' evenings and discussions about their child's progress;
- be encouraged to get to know about their child's life at school and support activities involving the children.

## Homework

At Primrose Lane, we believe that homework can be supportive to the work the children do in the school. Initially, the children will spend regular, but short, periods of time on different learning activities. The length of time will extend according to the children's age and stage of development, and the amount of work will vary according to need. We aim that our parents will be well informed of our expectations so that they can work in partnership to support the children's enjoyment of the learning experience.

National guidelines for the recommended time allocations are:

Years 1 and 2	1 hour per week
Years 3 and 4	1½ hours per week
Years 5 and 6	2½ hours per week

Regular homework activities for each year group is set as follows.

Year R	Years 1	Year 2	
Occasional Daily reading/ sharing of a book	Once per week Daily reading	1-2 times per week Daily reading	
Year 3	Year 4	Year 5	Year 6
Once per week (English and Maths) Daily Reading	2-3 times per week Daily Reading	2-3 times per week Reading Diaries	Maths once per week English once per week Spanish once per week Daily Reading

In addition to these regular activities, on some occasions the children may be asked to 'finish off' incomplete class work. Where this is the case and children have had sufficient time in class, but work is not completed a letter home will accompany the child's work.

The **SCHOOL** will:

- ensure that it gives parents each year group's timetable for homework;
- provide, monitor and where appropriate, mark homework;
- set homework to support the work children are doing in school, especially in Mathematics and English;
- provide feedback to children on their homework, where appropriate.

**PARENTS** are expected to:

- support and encourage their child with their homework;
- remind their child to complete homework on time.
- Regularly hear their child read.

### **Paperless and My Child at School Announcements App**

As part of our commitment to being eco-friendly, newsletters, letters and general information are sent out to parents via email, and push notifications through MCAS App. This is to enable our school to be more environmentally friendly and efficient.

Forms requiring consent will be printed and handed out in class to all pupils.

Where parents do not have access to email, copies will be available to collect from the school office.

School club information will be sent out half termly by Microsoft forms.

### **Safety**

The School aims to provide a safe, caring and well-ordered environment.

The **SCHOOL** will ensure the security of all children through the following procedures:

- a rigorous Child Protection and Safeguarding Policy
- locking external doors and gates at 9am;
- escorting children from the classroom at the end of the day;
- ensuring safety and supervision throughout playtimes and lunchtimes;
- monitoring visitors;
- and DBS checking all adults in school.

**PARENTS** will ensure that:

- children and parents are to arrive and leave at their requested times;
- they do not park in the staff car park unless they are holders of a Blue Badge for disabled parking, and are helping with a school activity and have obtained a pass;
- all exits and entrances of both the school and those of our neighbours are kept clear at all times;
- no dogs (unless guide dogs) are brought on the school site;
- if visiting the school for any reason they report to the school office.

### **Promoting Good Behaviour**

We believe that good behaviour stems from home and school working positively together.

The **SCHOOL** is expected to:

- encourage good behaviour at all times;
- treat your child fairly, care for him/her and ensure his/her happiness and safety;
- help your child to develop a sense of responsibility and consideration for others;
- operate a clearly stated behaviour policy.

**PARENTS** are expected to:

- encourage good behaviour at all times;
- encourage the children to follow the Golden Rules
- ensure their child shows respect for all members of the school community - other children, helpers, teachers and visitors;
- ensure their child shows respect for his/her school equipment and environment;
- support the school's guidelines on behaviour.

## Standards of Education

Each child may expect to receive a high standard of education.

The school will endeavour to:

- ensure that your child is well taught and that he/she has the opportunity to achieve his/her full potential;
- provide a broad and balanced curriculum to meet the individual needs of your child;
- help your child to develop a sense of responsibility and to be considerate of others;
- treat all children as valued members of the school community.

# School Information

## Beginning and End of School Day

Classes will enter the school grounds at 8:40am and will leave at 3:20pm. Registers are taken at 8:50am, if you are late please report to the school office.

## Parking Facilities

Parking is limited in the visitor school car park. If you park outside the school site please be considerate to our neighbours. Disabled parking spaces are to be used by badge holders only.

You should be aware that Pedestrian access to and from the school is via the black gate(s) to the side and front of the school and not through the school car park. This is to ensure the safety of both adults and children as vehicles will be both arriving and leaving at the beginning and end of each school day. Thank you for your co-operation.

## Attendance

**PARENTS** are expected to:

- ensure that their child attends school regularly, on time and properly equipped; contact the school before 8.50am on the first day of any absence;
- **not take their child on holiday during term time;**
- advise the school of any change of arrangements regarding emergency contact or collection of their child at the end of the day.

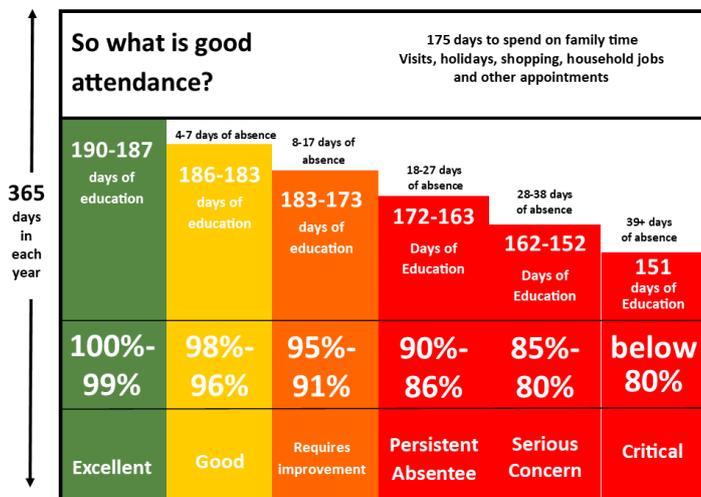
## Why does attendance matter?

It is the aim of Primrose Lane Primary School that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy and Procedures reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils. These are shared annually with parents and are available on our website.

Children who attend school regularly are more likely to

- feel settled in school
- maintain friendships

- keep up with their learning and
- gain the greatest benefit from their education.
- Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.



### So what is good attendance?

For example, 90% attendance might sound quite good but what this means in reality is: -

- half a day's school missed every week
- four whole weeks of school would be missed.

### Absence due to illness

We would not expect any parent to send their child to school if they were genuinely unwell.

If your child is feeling 'under the weather' it is usually best to bring them to school. We will contact you if a child becomes too unwell to remain in school.

When telephoning to inform the school of an illness, please be as specific as possible on the reason for your child's absence. Where generic reasons, i.e. unwell or poorly are given, staff will telephone parents to ascertain a more detailed reason for absence.

On the third day of absence due to illness, the school will telephone parents to enquire how the child is recovering and ask when they may be well enough to return to school.

If we are unable to establish the reason for absence within 5 school days, we will mark the absence as unauthorised.

**Please Note: If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.**

The school follows guidance in relation to common children illnesses through "The Spotty Book" and Public Health England. Should an absence be reported in relation to an infectious disease, you may be asked to keep your child at home for an incubation period

### Lateness

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled and this can also compromise everyone's education.

Pupils must arrive at school by **8.50 am**. Registers open at **8.50 am**

Pupils that arrive after **8.50 am** will be recorded as late (L code).

Registers close at **8.50 am**.

Pupils that arrive after **9.00 am** will be marked as late after registers have closed (U code). This counts as an unauthorised absence.

### Concerns about attendance

When the school has concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's

attendance parents may be asked to meet with the Head of School/Safeguarding Lead to discuss the matter. Real-time attendance information can be accessed via the MCAS portal.

### **Term Time Leave**

Pupils who are taken out of school during term time may find it hard to catch up and this can have a detrimental effect on their learning.

The law states that parents **do not** have the right to take their children out of school for holidays during term time. Unauthorised absences may lead to the issuing of a Fixed Penalty Notice against you for irregular school attendance.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil’s attendance is deemed to be irregular.

The school may refer cases of unauthorised absence that meet the threshold, **currently 10 unauthorised sessions in 12 school week period**, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so.

The outcome of a referral to the Education Safeguarding Service at the Local Authority may be a Penalty Notice or Prosecution. Penalty notice fees are: **£80/£160 per parent per child**

An application form for absence required for term time leave **MUST** be completed for all term time leave required. This applies from one day absence or longer.

### **My Child at School (MCAS)**

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's record in real-time via a web browser/APP. This technology allows exclusive access to the child's real time attendance, online payment portal and messaging. Logins and associated instruction booklets will be provided once your child has commenced school.

### **School Lunches**

School Lunches are provided through our on-site kitchens. Meals need to be booked online through the MCAS website. Login details will be provided to you on starting school. UIFSM are provided free to children in Years R-2 however they **MUST** be ordered in advance, Years 3-6 may purchase a meal for £3.10 in advance via MCAS. Meals need to be ordered on the Tuesday prior to the week required, and can be ordered up to a three half terms in advance. If your child has an allergy, you will need to complete the necessary paperwork with accompanying medical evidence to access a special diet menu.

### **Cashless School**

From September 2022, only online payments will be accepted for school trips, breakfast club, paid clubs and hot lunches. Please use our MCAS system for the payment of all purchases.

### **Breakfast Club**

Primrose Lane Primary School runs a breakfast club from 8.00am to 8.40 am. The children are then escorted to their classroom. Children are provided with a healthy breakfast and enjoy a choice of activities after eating. The cost of a session is £3.60 per session. Payment can be made via the MCAS app or childcare vouchers

### **After School Provision**

Our after-school club provision is run by Premier Education. You can find details of the clubs run at – <https://www.premier-education.com/parents/venue/search/?location=BA21+5FH>

## **School Clubs**

The school runs a variety of extracurricular activities after school. Children from Years 1 to 6 will have the opportunity to attend these clubs throughout the year as they are rotated half termly. All information is sent out electronically via our communication platforms and applying is easy via an online form. Confirmation of your child's place at the club will be sent via text message. Clubs are primarily free and include Multi Sports, Choir, Lego club, Art, etc.

## **Medical Conditions**

You are required to notify the school should your child have a medical condition, especially where medication is required to be administered (i.e. asthma, hay fever, eczema). Where medication needs to be administered in school a 'Request to Administer Medication' form MUST be completed. All medication is administered at the discretion of the school staff. For non-prescribed medications this will be reviewed after 48 hours and will only be given for a longer period if the need is deemed to be necessary.

Where a child's condition improves and medication is no longer required, we require parents to notify the school accordingly.

Please see our Medication in School Policy for further information.

## **Jewellery**

Jewellery should not be worn during PE and children are required to remove items such as earrings (stud earrings are permitted), necklaces, watches and rings etc. Items such as earrings, that the child may be unable to remove should be covered by surgical tape. Long hair should be tied back out of children's eyes.

If a child is wearing a Fitbit or equivalent, they may be asked to remove it for PE sessions. This is under the teacher's discretion regarding the activity the child is taking part in. The school is not responsible for looking after any jewellery that has been removed by the child.

## **Lost Property**

Please ensure all items of clothing are clearly named so that they can be returned to your child. Unnamed items will be placed in the lost property box by the school office. This box is emptied half termly and any unclaimed items disposed of appropriately. Any unreturnable unnamed logoed item which is moved to the Lost Property Box will be washed and recycled to be sold in the School's Preloved Uniform store.

## **Permission for walking home/collected by a minor**

As your children enter Years 5 and 6, we fully understand that they are given more independence and may be able to walk home alone. Having reviewed our safeguarding policies and in order to ensure the safety of our children we have introduced a record which enables us to see that parents have actually given permission for their children to walk home alone or be collected by a minor. Please see the attached permission form.

## **FOPS (Friends of Primrose Lane)**

The Friends of Primrose Lane run events throughout the year to raise money to provide items for your children to have and use at school. These have included a sand pit, playtime play equipment and a donation to the school for a whole school artist experience.

## Volunteer Readers

We are always looking for volunteers to support our learners, especially to further support pupils' reading skills. We invite enthusiastic parents (or grandparents), who can spare 1-2 hours weekly to hear children read and talk to them about their books, to contact the school. Volunteers should have a good standard of personal literacy and, ideally, be able to commit to a regular day and time. For safeguarding purposes, all volunteers will need DBS clearance, which can be arranged with the school office with no cost involved. Please note that parents will not be placed in their own child's year group. If you can offer your time in any other capacity, please contact the school office.

## Local Board Member/Governor

Becoming a member of our governance team will allow you to play a part in improving children's education and supporting the school's staff. If this something that interests you, please contact the school office, who will pass your details on to the Chair of the Local Board.

## Compliments and Complaints

### Paying a Compliment

If you are happy with actions of the school or a teacher, let us know. It's good to know when we have got it right. All compliments will be acknowledged and shared with staff and published on our Testimonial page under 'About us' on our website. These can be made verbally or in writing.

### Raising Concerns

General day to day concerns about school life (i.e. your child has paint on clothing or has not read for a week) should be raised with the class teacher, or you can make an appointment to see the Head of School. Every effort will be made to resolve concerns informally before proceeding to the formal Complaints procedure.

Stage One - Informal Stage	Time Scale
Where a complaint concerns your child or a child attending school, it is normally appropriate to communicate directly with the child's class teacher, or the Head of School. This could be by email, letter, telephone or in person.	Issue to be resolved within 15 school working days
Stage Two— Formal Stage	
If your concern or complaint is not resolved to your satisfaction at the informal stage or you wish the complaint to be dealt with immediately as a formal complaint, you should put your complaint in writing using the Complaint Form.	15 school working days
Stage Three - Complaints Panel Hearing	
If you are dissatisfied with the decision under the Formal Stage, you may request that a Review Panel of the Governing Body is convened to reconsider your complaint. Your request will only be considered if you have completed the relevant procedures at Stages 1 and 2. To request a hearing by the Review Panel, you should write to the Clerk of the Local Governing Body within 10 school days of receiving notice of the outcome of Stage Two—Formal Stage.	20 school working days

Please see the Yeovil Area Community Academy Trust Complaints Policy and Procedures for detailed guidance and relevant complaints forms. This is available via our school websites.

## Uniform List

### MUST HAVE MAIN UNIFORM

Royal Logoed V Neck Sweatshirt/Cardigan  
White button-to-neck shirt /blouse  
School Tie  
Grey Trousers or Grey Shorts/culottes  
Tartan Skirt or tartan/grey Pinafore  
Royal Logoed Bag  
White Socks/Blue tights  
Black school shoes  
Iron-on or sew-on Name Tapes

### MUST HAVE SPORTSWEAR

Royal Logoed PE T-shirt  
Navy or Black Shorts/ Royal Skirt (optional)  
Tracksuit bottoms (Navy blue or black (for the  
Winter months  
Plimsolls/Trainers (Trainers advised for Years 2-6)  
PE Bag

### OPTIONAL

Fleece – Logoed  
Sky Blue Gingham Summer Dress  
Lunch Box  
Royal Blue hair ties  
Sun Cap or Beanie Hat

YOU CAN ORDER ON LINE [www.swschoolwear.co.uk](http://www.swschoolwear.co.uk)  
10 Wine Street, YEOVIL, Somerset BA20 1PW Tel: 01935 478178

### Children with no PE Kit

In the event of a child forgetting or not wearing their PE kit, that child will still take part in PE where possible. The child will be expected to borrow spare kit which is provided for them, if this is not able to happen students may take part in their school uniform. If this is not practical due to the activity or weather then the child will be expected to complete an activity set by the teacher. If this continues to occur then parents will be informed.



# Primrose Lane Primary School

## DAYWEAR

LOGOED V-NECK SWEATSHIRT (ROYAL) 3/4 - 13	FROM £11.85
LOGOED SWEATCARDI (ROYAL) 3/4 - 13	FROM £12.99
WHITE BLOUSES/SHIRTS TWIN PACK (LONG/SHORT SLEEVE) Chest 22"+ & Collar 11"+	FROM £13.20
BOYS STANDARD TROUSERS (GREY) Available in multiple styles	FROM £10.95
TARTEN SKIRT (ROYAL) (COMPULSARY STYLE) 3/4 - 13	£12.99
GIRLS GINGHAM DRESS (BLUE/WHITE) (SUMMER TERM) 3/4 - 13	£12.99
LOGOED JACKET (ROYAL) (OPTIONAL) 3/4 - 11/12	£19.99
LOGOED BACKPACK (ROYAL) O/S	£11.99
LOGOED SCHOOL HAT (ROYAL) (OPTIONAL) CAP/BEANIE	£6.00
SCHOOL TIE Standard/Clip on	FROM £3.50

## SPORTS KIT

LOGODED T-SHIRT (ROYAL) 3/4 - 11/13	FROM £6.50
PE SHORTS (BLACK/NAVY) 18/20 - 38/40	FROM £4.99
LOGOED PE BAG (NAVY) (OPTIONAL) O/S	£5.50
PLIMSOLS 1 - 13	FROM £5.95



25/04/2023

South West  
Schoolwear

We strive to meet orders for a size outside the normal stock range. If you need this service please call in early to organize your order. We are understandably very busy during August and September, shopping early is advised. Shop online at [swschoolwear.co.uk](http://swschoolwear.co.uk)

10 Wine Street  
Yeovil  
BA20 1PW  
01935 478178

# Yeovil Area Community Academy Trust

## - Privacy Notice

The Yeovil Area Community Academy Trust needs to use data on pupils in order to be able to keep you safe and deliver the best education possible. Only essential data is held, and we always follow the law when we collect, use, store and share your data.

You have a legal right to be informed about how our Trust uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

The Yeovil Area Community Academy Trust, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below).

### **The personal data we hold on you**

We hold some personal information about you to make sure we can help you learn and look after you when you attend a school in our Trust.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes but is not limited to

- Your contact details
- Assessments of your work
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

### **The personal data we hold on your parents**

We hold some personal information about your parents to make sure we can help you learn and look after you at school.

- Contact details
- Payment details (for nursery fees) [Primrose Lane Primary School only]
- We may also hold some information about your parents if you have a safeguarding folder

### **Why we use this data**

We use this data to help run the School and Trust, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in all subjects and work out whether you or your teachers need any extra help
- Provide remote learning opportunities during periods of lockdown
- Track how well the school and Trust is performing
- Look after your wellbeing

### **Our legal basis for using this data**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are

- We need to comply with the law (*Article 6(1)(c) of UK GDPR*)
- We need to use it to carry out a task in the public interest (in order to provide you with an education) (*Article 6(1)(e) of UK GDPR*)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way (*Article 6(1)(a) of UK GDPR*)

- We need to protect your interests (or someone else’s interest) e.g. in a life or death situation (*Article 6(1)(d) of UK GDPR*)

We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary for public health, e.g. protecting against serious threats to health. The legal basis here is *Article 9(2)(i) of UK GDPR*.

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without your permission where this is in the public interest. This is known as ‘Section 251’ approval and includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it’s optional. If you must provide the data, we will explain what might happen if you don’t.

### Data sharing

We do not share personal information about you with anyone outside the school or Trust without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

Who we share with	Why we share
Our local authority	To meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions
The Department for Education	We have to do this by law. This data sharing underpins school funding, educational policy and funding
Your family and representatives	To ensure that they know how you are doing and to protect your welfare
Other schools after you leave our Trust	We will transfer your pupil record, which consists of basic information, assessment data, any educational support, and any safeguarding records. We may share some information in advance if it will enable your next school to provide effective and timely support
Police forces, courts, tribunals and security services	As we are required to by law
Educators and examining bodies	To ensure that you are entered for exams and your results are recorded
Health and social welfare organisations	Such as the school nurse and the Education Welfare Officer to help look after your health and wellbeing
Our payment service providers	So that you can pay for meals, trips resources and activities.

Providers of electronic learning resources	To allow you to use their resources in class and at home
Office 365	A suite of online tools that can be used by the school. The ability for us to set tasks for learners and provide feedback. It has online software including online versions of Word, PowerPoint and Excel.
Apple School Manager	Apple School Manager is a simple, web-based portal that helps IT administrators deploy iPad and Mac in schools. It provides students and staff with access to Apple services, set up devices, get apps and books, and enable teachers with tools to create engaging learning experiences — all from one place

### International transfers of personal data

We have audited where we store all the personal data processed in school and by third party services. If a third party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the school.

### How we store this data

We will keep personal information about you while you are a pupil at a school in our Trust. We may also keep it after you have left the Trust, where we are required to by law. If you leave us mid-year or move to a new school outside of the Trust, we will transfer your pupil record to your next setting.

Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils

### National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), NPD which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

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.

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

## Your rights

### How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request'. Your parents may make this request on your behalf. If we think you are able to understand your rights and what they mean, we may ask your permission before providing information to your parents.

### If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with

### Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)

- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

### Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Amy Brittan DPO Schools [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

Last updated September 2024

## Local Educational Visits Consent – Whole School Life

Throughout your child's education the school organises a number of routine visits and journeys away from the school site as part of the children's learning experiences. Such visits take place during the school session times and will be in the local area.

Visits and activities during the school day are an extension to their classroom learning and present no significant risk to the health and safety of the pupils. All visits and journeys away from the school site must be approved by the Head of School.

The purpose of this consent form is to enable parents/guardians of children at the school to give their permission for their child to participate in visits and activities away from the school during the school day.

This consent will allow your child to leave the school site for a local visit on several occasions without having to sign a separate consent form for each visit. Should your child leave the site on a school visit, parents will be notified accordingly.

Examples of such visits are:

- Visits to the Local Park
- Town walks and the immediate countryside
- Local visits i.e. local churches
- Library visits, etc
- Cinema Visits

# Consent for children to appear in photographs, videos or sound recordings

The use of digital/video images plays an important part in learning activities. Learners and members of staff may use digital cameras/technology to record evidence of activities in lessons and out of school. These images/recordings may then be used in presentations in subsequent lessons.

Images may be used in the school prospectus, termly newsletters, school website, school display boards, etc. We may also make videos or webcam recordings for school plays, promotional/celebration videos, etc).

The school will comply with the Data Protection Act and request parent's/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names. All staff are aware of their responsibilities and they will always take care with how the images and sound are collected and how they are stored

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Parents/carers are requested to sign the parental consent form to allow the school to take and use images of their children and for the parents/carers to agree.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school.

## Conditions of Use:

- The Parental Consent form is valid for your child's time at the school
- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you
- We will retain a small sample of photographs such as annual class photos that represent an historical record for the school
- We will not usually retain other photographs of your child after they cease to be a pupil at this school. However, photographs on our website; in our school prospectus and other publications; or those that are part of our archive of learning activities, could continue exist for a period of time after the child has left the school
- If we use photographs of individual pupils, we will not use the full names of the child in any accompanying text or caption without consent, nor will we include any of their personal data
- We may use group or class photographs or footage with very general labels e.g. '*a science lesson*'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed around the world and not just the United Kingdom (where UK law applies) and when copied from the website, images and information can no longer be controlled by the school

# Acceptable Use Policy Agreements

## Parent/Carers Acceptable Use of Technology Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This acceptable use policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school/academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the pupil acceptable use agreement is enclosed within this booklet, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form to show their support of the school in this important aspect of the school's work to confirm that they

- understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems.
- also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.
- will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

## Pupil Acceptable Use of Technology Policy (Younger Pupils Yrs R-2)

### **Our Technology Rules**

I will follow these rules to use computers, tablets and the internet safely at school.

#### **Staying Safe**

- My teacher will watch what I do on computers, tablets and the internet to keep me safe.
- I will keep my passwords secret and tell my teacher if I need help.
- I understand that people online are not always who they say they are. I will only talk to people online if my teacher or a trusted adult says it's OK.
- I will not share my name, address, or pictures without asking my teacher or a trusted adult first.
- If I see something that makes me feel worried or upset, I will tell my teacher or a trusted adult straight away.
- I will only use apps, games or websites my teacher says are safe.

#### **Using Technology Kindly**

- I will be kind when using technology, just like I am in real life.
- I will take care of the computers and tablets I use.
- I will only look at things my teacher says are OK.

#### **Making Good Choices**

- I will ask my teacher before I use someone else's pictures or work.
- I will take breaks from screens and do other fun things too.

- I know that I can say no / please stop to anyone online who makes me feel sad, uncomfortable, embarrassed or upset.
- I will ask for help from a trusted adult if I am not sure what to do or if I think I may have done something wrong.

### **What Happens If I Forget the Rules**

- If I forget the rules, my teacher will help me learn to make better choices next time.

These rules help us all stay safe and have fun using computers and tablets at school!

## **Pupil Acceptable Use of Technology Policy (Older Pupils Yrs 3-6)**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe access to these digital technologies.

I agree to use the school's digital systems safely and responsibly to protect me, other learners and the school.

### **Acceptable Use Agreement**

#### **Keeping Safe Online**

- The school will check how I use devices and the internet to keep everyone safe.
- I will keep my usernames and passwords private and tell a trusted adult if someone else knows them.
- I will be careful when talking to people online and will only talk to people I know and trust.
- I will not share personal information like my name, address, or photos without asking a trusted adult.
- I will only take or share images of myself, or others, when fully dressed.
- If I see or hear something online that worries or upsets me, I will tell a trusted adult straight away.
- I will only meet people I have spoken to online if a trusted adult is with me.

#### **Using Computers and the Internet Sensibly**

- I will only use devices, apps and sites that I am allowed to, and will check if I am unsure.
- I will always ask permission and check with a trusted adult before using someone else's work or pictures.
- I will make sure the information I find online is true by checking carefully.
- I will only use apps or tools, like AI, that my teacher has said are OK, and I will ask for help if I'm unsure.
- I will not copy or use music, videos, or games unless I have permission.
- I will tell a trusted adult about any damage to devices or if anything else goes wrong.
- I will check with trusted adults before clicking on any unexpected messages or links (even if these look as though they are from people that I already know).

#### **Being Respectful and Responsible**

- I will treat others kindly online, just as I do in real life.
- I will make good choices about what I share online to protect myself and others.
- I will spend a healthy amount of time using devices and make time for other activities too.
- I will always think about how my behaviour online could affect me, my friends, and my school.

#### **What Happens If I Break These Rules**

- If I don't follow these rules, my teacher may stop me from using computers or devices, speak to my parents, or take other actions to help me make better choices in the future.

By following these rules, I can enjoy using technology safely and responsibly.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

### Use of Cloud Systems Permission

The Trust uses Office 365 and Apple Schools Manager for pupils and staff. This permission form describes the tools and pupil/student responsibilities for using these services.

The following services are available to each pupil as part of the school's online presence in Office 365 and Apple Schools Manager.

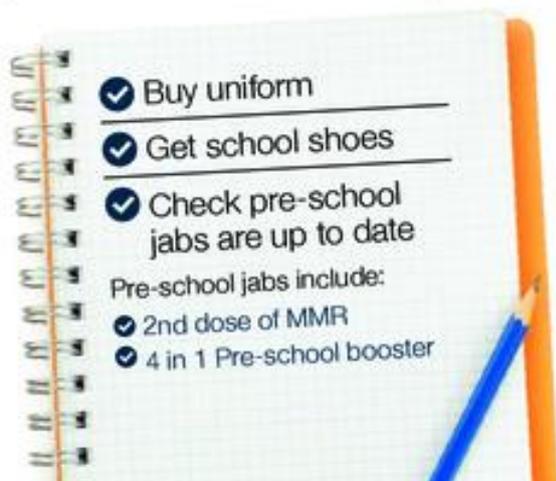
Using Office 365 and Apple Schools Manager will enable your child to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any internet-connected computer.

The Trust believes that use of the tools significantly adds to your child's educational experience.



## Starting a new school?

**Your child will be learning and playing with more children when they start their new school and could be at risk of catching preventable diseases if they haven't had all their childhood jabs.**



## Apps, website and software information

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across the UK to improve student learning outcomes. For your child to use web based educational resources the school may need to register them as a user. Minimal personal data is used and consent is not required as this is covered by legitimate interests under the GDPR regulations. However, for your information, we are providing examples and details of the website and APPs we may use. Should you wish to discuss this further, please contact the Data Protection Lead for the Yeovil Area Community Academy Trust, Mrs Su Johnson (huishacademytrust@educ.somerset.gov.uk).



### Accelerated Reader - Reading

**Student data recorded: Name, DOB, Gender**

Accelerated Reader (AR) is software for schools for monitoring the practice of reading. The Accelerated Reader program is a guided reading intervention in which teachers are closely involved with student reading of text. The Accelerated Reader software is a computerized supplementary reading program. Accelerated Reader relies on independent reading practice as a way of managing student performance by providing students and teachers feedback from quizzes based on books the students read.



### TTRockstars – Time tables

**Student data recorded: First name**

Times Tables Rock Stars is a carefully sequenced programme of daily times tables practice. Each week concentrates on a different times table, with a recommended consolidation week for rehearsing the tables that have recently been practiced every third week or so. Pupils get daily practice every week, answering about 50 questions each day. They would focus on one particular times table for the entire week, some weeks would review a few times tables at once. Questions involve division as well as multiplication.

For more information please visit <https://trockstars.com/home>



MyMaths.co.uk

### MyMaths - Maths

**Student data recorded: Name**

MyMaths is an interactive online teaching and homework service written by experienced teachers for all the UK National Curricula. Developed for teaching, practicing and assessing children's Maths ability across the school. Each interactive lesson that is paired with online homework means you can easily allocate matching homework and quickly assess the impact of each lesson.

For more information please visit <https://www.mymaths.co.uk/index.html>



### Sumdog - Maths

**Student data recorded: Name**

Sumdog's educational games are used in thousands of schools worldwide. They motivate children to work on maths, reading and writing.

As children play our educational games, they answer questions - each one personalised to their own needs. It gets to know each child, guiding their learning, while reporting back to parents on their progress through the curriculum. It's great for motivation: when you move on to a new skill, you can still use your favourite game to work on it.

For more information please visit <https://www.sumdog.com/>



### Spelling Shed – Spelling

**Student data recorded: Name, UPN No**

Spelling Shed is a spelling platform designed by teachers for teachers, students, and parents. It uses morphology to help spell through meaning, and provides word lists for students in K-5 that follow a systematic progression of phonics and word study skills. The platform also includes tools for teachers and schools to manage students' data, including reporting on assessments.

<https://www.spellingshed.com/en-gb/>



# Permission for walking home alone/collected by a minor

Dear Parents

As your children grow older and reach Years 5 and 6, we fully understand that they are given more independence and are able to walk home alone. We have been reviewing our safeguarding policies\* and in order to ensure the safety of our children we have decided to introduce a record which enables us to see that parents have actually given permission for their children to walk home alone. Please complete the form below if you wish your child to walk home alone without a nominated adult.

We also request that if a child in school is collected by anyone **under the age of 16 years**, there should be a signed consent from the parent.

**NO** child will be allowed to walk home without prior consent from a parent or guardian.

Yours sincerely

Mrs A Sherrard  
Head of School

\*Lost Child Procedures Policy available on website

## Permission for walking home alone/collected by a minor

Name ..... Class.....

- I give permission for my child to walk home (or to another specified destination\*) on their own after school. I have explained to my child the safety aspects of walking home on their own. I understand that it is the responsibility of parents, and not the school, once my child has left the school premises.
- I give permission for my child to be collected by  
.....  
at the end of the school day. I have explained to my child the safety aspects of walking home with a child under 16 years of age. I understand that it is the responsibility of parents, and not the school, once my child has left the school premises with the named child.

Parent's Name:..... Relationship.....

Signed:..... Date .....

Specified location if other than home:

# Primrose Lane Primary School Term Dates 2025/26



**PRIMROSE LANE  
PRIMARY SCHOOL**

**Somerset School Terms and Holidays  
2025/2026 Academic Year**  
Somerset Council

September 2025					October 2025					November 2025							
M	1	8	15	22	29	Mo	6	13	20	27	M	3	10	17	24		
Tu	2	9	16	23	30	Tu	7	14	21	28	Tu	4	11	18	25		
W	3	10	17	24		We	1	8	15	22	29	W	5	12	19	26	
Th	4	11	18	25		Th	2	9	16	23	30	Th	6	13	20	27	
F	5	12	19	26		Fr	3	10	17	24	31	Fr	7	14	21	28	
Sa	6	13	20	27		Sa	4	11	18	25		Sa	1	8	15	22	29
Su	7	14	21	28		Su	5	12	19	26		Su	2	9	16	23	30
December 2025					January 2026					February 2026							
M	1	8	15	22	29	M	5	12	19	26	M	2	9	16	23		
Tu	2	9	16	23	30	Tu	6	13	20	27	Tu	3	10	17	24		
W	3	10	17	24	31	W	7	14	21	28	W	4	11	18	25		
Th	4	11	18	25		Th	1	8	15	22	29	Th	5	12	19	26	
F	5	12	19	26		F	2	9	16	23	30	F	6	13	20	27	
Sa	6	13	20	27		Sa	3	10	17	24	31	Sa	7	14	21	28	
Su	7	14	21	28		Su	4	11	18	25		Su	1	8	15	22	
March 2026					April 2026					May 2026							
M	2	9	16	23	30	M	6	13	20	27	M	4	11	18	25		
Tu	3	10	17	24	31	Tu	7	14	21	28	Tu	5	12	19	26		
W	4	11	18	25		W	1	8	15	22	29	W	6	13	20	27	
Th	5	12	19	26		Th	2	9	16	23	30	Th	7	14	21	28	
F	6	13	20	27		F	3	10	17	24		F	1	8	15	22	29
Sa	7	14	21	28		Sa	4	11	18	25		Sa	2	9	16	23	30
Su	1	8	15	22	29	Su	5	12	19	26		Su	3	10	17	24	31
June 2026					July 2026					August 2026							
M	1	8	15	22	29	M	6	13	20	27	M	3	10	17	24	31	
Tu	2	9	16	23	30	Tu	7	14	21	28	Tu	4	11	18	25		
W	3	10	17	24		W	1	8	15	22	29	W	5	12	19	26	
Th	4	11	18	25		Th	2	9	16	23	30	Th	6	13	20	27	
F	5	12	19	26		F	3	10	17	24	31	F	7	14	21	28	
Sa	6	13	20	27		Sa	4	11	18	25		Sa	1	8	15	22	29
Su	7	14	21	28		Su	5	12	19	26		Su	2	9	16	23	30

**Key:**

<span style="background-color: #00FFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School Holiday
<span style="background-color: #FF8C00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Bank Holiday
<span style="background-color: #FFFFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Term Time
<span style="background-color: #0000FF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Inset Days

**Term dates summary:**

<b>Term 1:</b> 02 September – 24 October 2025 (39 days)
<b>Term 2:</b> 03 November – 19 December 2025 (35 days)
<b>Term 3:</b> 05 January – 13 February 2026 (30 days)
<b>Term 4:</b> 23 February – 02 April 2026 (29 days)
<b>Term 5:</b> 20 April – 22 May 2026 (24 days)
<b>Term 6:</b> 01 June – 22 July 2026 (38 days)
<b>TOTAL = 195</b>

**Bank and public holidays 2025/26**

Christmas Day	25 December 2025	Easter Monday	06 April 2026
Boxing Day	26 December 2025	May Day Bank Holiday	04 May 2026
New Year's Day	01 January 2026	Spring Bank Holiday	25 May 2026
Good Friday	03 April 2026	Summer Bank Holiday	31 August 2026

Academy, Free Schools, Foundation & Voluntary Aided schools can set their own term dates and may differ from ours. Please check with the individual schools for their term dates.