



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.





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 contact details are kept 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, 2, 3 and 4 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.

For news from your child's classroom and information about forthcoming dates, please see the news pages of our school website

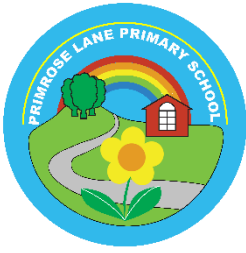
www.primroselanprimary.co.uk



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Welcome

Welcome to Primrose Lane Primary School.

We take pride in fostering a caring and friendly school atmosphere where every child is valued and encouraged to succeed. Kindness is at the heart of everything we do, helping our children to feel safe, happy and confident each day.

We have high expectations for both learning and behaviour, and we support every child to achieve their very best. Our school is inclusive and welcoming, celebrating the strengths and individuality of all members of our community.

We believe that children thrive when they feel a strong sense of belonging, and we work closely with families to create this together. We are proud of our warm and supportive environment, where children develop academically, socially and emotionally.

We look forward to welcoming you and your family into our school.



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.



If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact the GP surgery. To get the best protection for your child, they need to have had two doses of MMR vaccine. For a checklist of the vaccines and the ages at which they should ideally be given visit:

www.nhs.uk/vaccinations

MMR for all leaflet



qrco.de/MMRFORALL

Preschool immunisations



qrco.de/PreSchool

immunisation
Helping to protect everyone at every age

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To order more copies please visit www.health.gov.uk or call 0300 123 1102

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.

Trust 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.

Trust 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.

Key Information

School Start and End Times

	Drop Off Time	Pick Up Time	Location
Year R (Red Class)	8.40 am	3.20 pm	Year R/1 Playground Gate
Year 1 (Orange Class)	8.40 am	3.20 pm	Year R/1 Playground Gate
Year 2 (Yellow Class)	8.40 am	3.20 pm	Side Gate by Kitchen
Year 3 (Green Class)	8.40 am	3.20 pm	Hall Doors
Year 4 (Blue Class)	8.40 am	3.20 pm	KS2 Gate by Reception
Year 5 (Indigo Class)	8.40 am	3.20 pm	KS2 Gate by Reception
Year 6 (Violet Class)	8.40 am	3.20 pm	KS2 Gate by Reception

Drop off times (am):

All teachers will meet their classes at their allocated gates at the drop off time. They will then be ready to collect the children, line them up and walk them directly to their classrooms ready to promptly begin the school day.

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 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.

Please respect our neighbours around the school.

| residents and other road users accessing this area throughout drop off and pick up times.

Safeguarding

The safety and wellbeing of every child is our highest priority. We are committed to providing a secure, caring and supportive environment where all children feel safe, valued and respected. All staff receive safeguarding training and follow clear procedures to protect children from harm. Our safeguarding practices are guided by our Child Protection and Safeguarding Policy, which is available to parents on the school website or from the school office upon request. If you have any concerns about a child's welfare, please speak to a member of our safeguarding team

Working in partnership with Parents and Carers

We value the strong partnership between home and school and believe that positive relationships are essential to supporting children's learning and wellbeing. We ask all parents and carers to communicate respectfully and work collaboratively with staff, pupils and the wider school community. Our expectations are outlined in the Parent Code of Conduct, which is available on the school website for all families to access.

Promoting Good Behaviour

We believe that good behaviour stems from home and school working positively together and encourage good behaviour at all times. The school encourage the children to follow the Primrose Lane Golden Rules.

We ask that parents encourage children to display good behaviour at all times, and to show respect for the school equipment and its environment.

The school's behaviour policy is available on our school website.

Communication

Outgoing

- As part of our commitment to the environment, newsletters, letters and general information are sent out to parents via the MCAS (My Child At School) App. This is to enable our school to be more environmentally friendly and efficient.
- The half termly newsletter ‘Primrose Lane Post’ is sent out to all families and shared across our communication platforms (see page 1). This provides forthcoming dates as well as news from around the school during the current half term.
- Our Class news pages on our website expands on the news in the Primrose Lane Post and provides information and photographs of the children learning.
- Please ensure we have your current contact details. These can be updated via email or via the office.
- For school dates, please subscribe to our **School Calendar on our website** and use the ‘Dates for your Diary’ section of the Primrose Lane Post.

Incoming

- Communication regarding your child’s wellbeing starts with your class teacher.
- If further support is required this may progress to the Assistant Head of School, SENCO and Head of School.
- Should you have a safeguarding concern or unsure who to speak to, please contact the office team who will direct you to the most appropriate member of staff
- Incoming messages can be sent via the MCAS app or via email.
- Emails sent to the school office will be answered as swiftly as possible, however, you should receive a reply, where possible, within 72 hours.

Meet the Teacher, Parents’ Evening and Reports

Information will be provided to parents through various mediums throughout the year. During the Summer term (July) Meet the Teacher sessions will be held which lays out the curriculum for the year ahead and expectations.

Autumn Term	Individual parent/teacher consultation.
Spring Term	Individual parent/teacher consultation.
Summer Term	Annual school reports issued. Consultation with parents when requested.

- There will be occasions throughout the school year where you will be invited in to share your child’s learning or watch a school performance.

SEN and Additional Needs

If staff feel that your child may have a Special Educational Need (SEN) or additional need, we will always discuss this with you and work together to ensure the right support is in place. We value open communication with parents and carers and encourage you to share any concerns you may have about your child’s learning or development. If you think your child may have an SEN or additional need, please speak to your child’s class teacher in the first instance, who will be happy to listen and discuss the next steps with you. Please see the leaflet enclosed leaflet for further details.

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.

We ask parents to support and encourage their child with their homework, remind their child to complete homework on time. The most important task at home will be to regularly hear your child read in order to foster a love of reading and books.

Attendance

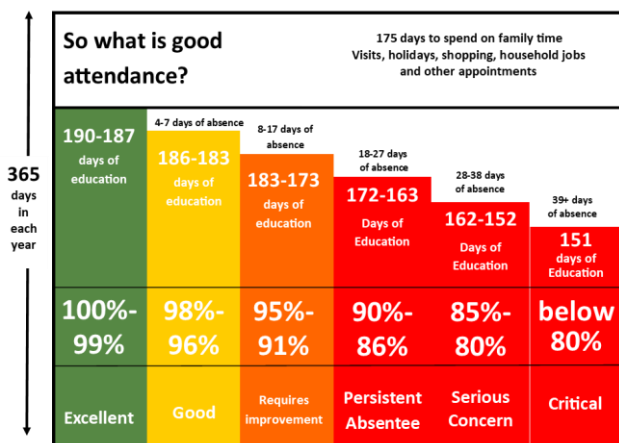
Why does attendance matter?

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;
- 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. Guidance regarding common illnesses is available from the NHS <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

When telephoning to inform the school of an illness, please be as specific as possible about the reason for your child's absence. **Please contact the school by 9.15 am on the first day of any absence if you need to report an absence; DO NOT leave generic reasons, i.e. unwell or poorly as these will be marked as unauthorised. If the school deems that the reason is too vague then someone 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, and this could lead to potential home visit welfare checks.

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. Late arrivals have a detrimental effect on the rest of the class.

ALL Years
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, they 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.

Further information about our process is available through our attendance policy available on the parents section of our website.

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. The first penalty notice fine is £80 if paid within 21 days, rising to £160 if not paid within 28 days. A second fine within three years is immediately £160. Further offences can lead to prosecution and potentially a fine of up to £2,500.

An application form for absence required for term time leave **MUST** be completed for all term time leave required ideally 4 weeks in advance.

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 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.

If you provide a packed lunch for your child, please follow the NHS guidance <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/> to ensure it is healthy.

The school has a strict NO NUT policy. All school meat is non-halal.

School Milk

When your child starts school in reception they will receive free milk until their 5th birthday. Subsidised milk can be then be purchase directly via CoolMilk for consumption at break times. This can be purchased via <https://coolmilk.com/parents>



Children who are eligible for FSM can order free milk for their child. Please speak to the school office.

Breaktime Fruit

In KS1 your child will be offered a piece of fruit to eat at breaktime. This type of fruit varies dependent on seasons and availability. In KS2 children are asked to bring in a healthy snack for breaktime.

Water Bottles

Please ensure you provide a named water bottle for your child. This can be re-filled during the day. The children also have access to water fountains.

School Trips

Your child will enjoy many school trips throughout their school journey to enhance the school curriculum. The school are mindful of the expense to parents and costs are kept to a minimum. Parents are asked for a voluntary contribution, however where the necessary funds are not received, trips may not go ahead. A decision will be made on a trip by trip basis.

In years 4 and 5, children are offered the opportunity to attend a residential trip. Due to the increased expense, a payment plan is offered. Further details will be shared in year 4.

Cashless School

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 commencing at 8.00 am until the children start school. Children are provided with a healthy breakfast and enjoy a choice of activities after eating. The cost of a session is £3.60 per day. Payment can be made via MCAS or via childcare vouchers from a variety of providers. Please see the Breakfast Club leaflet for further information.

After School Providers

Premier Education, an Ofsted registered provider, offers an after-school club on the school site. The After-School Club runs on a Monday to Thursday between 3.20 pm and 5.20 pm.

You can find details of the clubs run at –

<https://www.premier-education.com/parents/venue/search/?location=BA21+5FH>

Details of local childminders can be found at www.childcare.co.uk

Extra-Curricular School Clubs

The school aims to run 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, hayfever, eczema, allergy). Where medication needs to be administered in school, a "request to administer medication form" MUST be completed. All medicine is administered at the discretion of the school staff. For non-prescribed medication, this will be reviewed after an initial 48-hour period, and then ongoing as necessary.

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

Please see our Medication in School Policy for further information.

PE Kit

Children in **Years 5 and 6** come into school already changed into their PE kit on the days that they have their PE lessons. This will help to maximise the time our children can spend doing sport and hence being active. We also hope that this change will help prevent missing PE kit and school uniform. We ask that **Reception and Years 1-4** children leave their PE kits in school and change in class on their PE day. This allows our EYFS team to continue to support our Reception children with getting changed.

The school PE kit is as follows: -

- Primrose Lane Primary School Blue Logoed T Shirt
- Black/Navy Shorts or black/navy jogging bottoms or Royal Blue Skort
- Year R Plimsolls or Velcro Trainers; Year 1 -6 Trainers are advisable.

During the colder weather, we encourage the use of jogging bottoms (these must be plain black or navy), and your child will need to wear their normal Primrose Lane jumper over their PE top.

If your child has a sports club, but does not have a PE lesson that day, they will still need to get changed into their PE kit after school, and will need to remember to bring their PE kit into school with them on the relevant day.

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 will be provided for them. If this is not possible 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 contacted.

Swimming

As part of the National Curriculum, children in Year 5 will complete 3 terms of swimming. Parents will be asked to pay for the cost of transport as part of this provision.

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 that the child maybe unable to remove, such as earrings, should be covered by surgical tape by the parent. Long hair should be tied back out of children's eyes.

If a child is wearing a Fitbit (non-smart phone) 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 in 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.

Preloved Uniform Store

The school run an online preloved uniform store. Details of stock and current prices are available via your MCAS account. Uniform can also be purchased at the school's Summer Fair held in June. All monies raised go towards FOPS (Friends of Primrose Lane).

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 are 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. This can be found on page 27.

We cannot release children to parents of other children without specific permission being given to the school by the child's parent.

House System and School Council

When children start at Primrose Lane they all join one of our four Houses:

Collingwood	Cunningham	Darwin	Drake
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Each House has two elected Captains and Vice Captains who are selected through an interview process by both teachers and students.

We also have a School Council with members who represent each class from Year 2 to Year 6. Elections are held and they bring issues forward to be discussed at the Council Meetings. They can range from playtimes to their thoughts on educational developments, and raising money for charities.

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 learning wall, playtime play equipment, a buddy bench and yearly opportunities to experience a visiting pantomime.

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 you 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. 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 in the first instance. If further support is required this may progress to the Assistant Head of School, SENCO and 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, Assistant Head of School, SENCo 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 website.



Primrose Lane Primary School

Uniform List

All uniform/coats/equipment should be named. 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.

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

All our logoed uniform, as well as other essential items, are available to purchase from our Yeovil based supplier, please visit their website or shop in Wine Street.

Logoed v Neck Sweatshirt	From £12.50
Logoed Sweatcardi	From £13.50
School Tie	From £4.00
Logoed Jacket (Optional)	From £20.99
Logoed School Hat Optional)	£6.00
School Book Bag	£6.95
School Portfolio Book Bag	£10.50
Logoed T-Shirt (Royal)	From £6.20
School PE Bag (optional)	£5.95

The School also sells Preloved Uniform, items can be ordered and paid for via MCAS, via our online payment system. Please contact the school office for further information

Term Dates 2026-27



**Primrose Lane
Primary School**

**Somerset School Terms and Holidays
2026/2027 Academic Year**

September 2026						October 2026						November 2026								
M			7	14	21	28	Mo			5	12	19	26	M		2	9	16	23	30
T		1	8	15	22	29	Tu			6	13	20	27	T		3	10	17	24	
W		2	9	16	23	30	We			7	14	21	28	W		4	11	18	25	
Th		3	10	17	24		Th		1	8	15	22	29	Th		5	12	19	26	
F		4	11	18	25		Fr		2	9	16	23	30	F		6	13	20	27	
Sa		5	12	19	26		Sa		3	10	17	24	31	S		7	14	21	28	
Su		6	13	20	27		Su		4	11	18	25		S	1	8	15	22	29	
December 2026						January 2027						February 2027								
M			7	14	21	28	M			4	11	18	25	M			1	8	15	22
Tu		1	8	15	22	29	Tu			5	12	19	26	Tu			2	9	16	23
W		2	9	16	23	30	W			6	13	20	27	W			3	10	17	24
Th		3	10	17	24	31	Th			7	14	21	28	Th			4	11	18	25
F		4	11	18	25		F		1	8	15	22	29	F			5	12	19	26
Sa		5	12	19	26		Sa		2	9	16	23	30	Sa			6	13	20	27
Su		6	13	20	27		Su		3	10	17	24	31	Su			7	14	21	28
March 2027						April 2027						May 2027								
M		1	8	15	22	29	M			5	12	19	26	M		3	10	17	24	31
Tu		2	9	16	23	30	Tu			6	13	20	27	Tu		4	11	18	25	
W		3	10	17	24	31	W			7	14	21	28	W		5	12	19	26	
Th		4	11	18	25		Th		1	8	15	22	29	Th		6	13	20	27	
F		5	12	19	26		F		2	9	16	23	30	F		7	14	21	28	
Sa		6	13	20	27		Sa		3	10	17	24		Sa	1	8	15	22	29	
Su		7	14	21	28		Su		4	11	18	25		Su	2	9	16	23	30	
June 2027						July 2027						August 2027								
M			7	14	21	28	M			5	12	19	26	M		2	9	16	23	30
Tu		1	8	15	22	29	Tu			6	13	20	27	Tu		3	10	17	24	31
W		2	9	16	23	30	W			7	14	21	28	W		4	11	18	25	
Th		3	10	17	24		Th		1	8	15	22	29	Th		5	12	19	26	
F		4	11	18	25		F		2	9	16	23	30	F		6	13	20	27	
Sa		5	12	19	26		Sa		3	10	17	24	31	Sa		7	14	21	28	
Su		6	13	20	27		Su		4	11	18	25		Su	1	8	15	22	29	

Key:

- School Holiday
- Bank Holiday
- Term Time
- Inset Days

Term dates summary:

- Term 1:** 03 September – 23 October 2026 (37 days)
 - Term 2:** 02 November – 18 December 2026 (35 days)
 - Term 3:** 04 January – 12 February 2027 (30 days)
 - Term 4:** 22 February – 25 March 2027 (24 days)
 - Term 5:** 12 April – 28 May 2027 (34 days)
 - Term 6:** 07 June – 23 July 2027 (35 days)
- TOTAL = 195**

Bank and public holidays 2026/27

Christmas Day Bank Holiday	25 December 2026	Easter Monday	29 March 2027
Boxing Day Bank Holiday	28 December 2026*	May Day Bank Holiday	03 May 2027
New Year's Day Holiday	01 January 2027	Spring Bank Holiday	31 May 2027
Good Friday	26 March 2027	Summer Bank Holiday	30 August 2027

*Replacement Bank Holiday when Bank Holidays falls on a weekend.

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.

Privacy Notice

We, the Yeovil Area Community Academy Trust are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data.

What we collect

We hold personal data such as:

- Your name, contact details, and address
- Information about you such as your ethnicity, language, and whether you have free school meals
- Safeguarding information
- Special Educational Needs information
- Medical information
- Your attendance
- How well you're doing in school, including any assessments and behavioural information
- CCTV images, if used on site

Why we use it

We use your data to:

- Support your learning and help your progress
- Keep you safe and protect your wellbeing
- Help the Trust improve
- Meet our legal requirements such as sharing data with the Department for Education (DfE)

Legal basis

We process your data under:

- **UK GDPR Article 6(c)** – Legal obligation, because the law says we need to collect and share this data
- **UK GDPR Article 6(e)** – Public task, to enable the running of the school and Trust
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Collecting your information

We collect your personal data through registration forms, annual data collection forms, and our interactions with you. This data is essential for the Trust's operational use. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. To comply with the law, we will inform you at the point of collection whether you are required to provide information or whether you have a choice.

Storing your information

We retain data only as long as the law says we have to, or for the Trust's operational use. For more information, please request to see our data retention schedule.

Who we share your information with

We may share your data with:

- Your next school, if you transfer to another school
- Our local authority, including social workers and public health teams
- The Department for Education (DfE)
- Youth support services if you are over 13
- The police, if necessary
- Your doctor, if necessary

We do not share your data with anyone without consent unless the law and our policies allow us to do so. For more information, please see the 'How Government uses your data' section.

International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

How Government uses your data

We will share some of your data with the Department for Education (DfE).

This includes data for the annual census, your attendance data, and data about your progress and attainment,

We share this information for:

- School funding arrangements, because our funding is calculated on the number of children and their characteristics in each school

- Education policy monitoring, to see how schools are performing and put interventions in place
- To research and monitor educational outcomes

To find out more about the requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Your personal data will also be added to the **National Pupil Database (NPD)** which is owned and managed by the DfE. This data is used for research to improve and promote the education and wellbeing of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-mpd-privacy-notice/national-pupil-database-mpd-privacy-notice>

The DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To request a copy of the personal data held about you by the DfE, you should make a subject access request (SAR). Further information on how to do this can be found within the DfE's personal information charter:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data and your rights

You can request the following from the Trust:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the Trust or Data Protection Officer (details below).

Contact us

For questions or data requests, contact the Trust or our Data Protection Officer at dposchools@somerset.gov.uk

Last updated September 2025

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

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

We occasionally take photographs, videos or sound recordings of the children at our school. These images may be used in within our website, newsletters, prospectus, printed publications, display boards etc.

We may also make videos other recordings for school plays, assemblies, other school activities.

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.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to the school as soon as possible. We will not use a photo or video of your child without consent.

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notice (available in this brochure). We may also take photos of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so, or if you have given your specific consent.

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:

- This form is valid for your child's time at the school. Your consent will automatically expire after this time
- 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
- 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
- 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 Years 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 Years 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.



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 details of the website and APPs we use. Should you wish to discuss this further, please contact the Data Protection Lead for the Primrose Lane Academy Trust, Mrs Su Johnson (Primrose Laneacademytrust@educ.somerset.gov.uk).



Accelerated Reader - Reading

Student data recorded: Name, DOB, Gender, Admission No

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>



Purplemash – Cross curricular

Student data recorded: Name, Admission No

Purple Mash is a website for nursery and primary school children. It enables children to explore and enhance their knowledge in a fun and creative way.

Purple Mash contains dozens of powerful open-ended tools and educational games that let you deliver unique and creative lessons, no matter what the subject. For more information please visit <https://www.2simple.com/purple-mash>



Spelling Shed – Spelling

Student data recorded: Name, DOB, Gender, 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/>



Annual Permission for walking home alone/collected by a minor

Dear Parents

As your child enters year 5 and 6, we fully understand that they are given more independence and are able to walk home alone. We have reviewed 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:

