



# WELCOME BOOKLET

## STARTING SCHOOL

at

# St Botolph's Church of England Primary School

Part of the Aletheia Anglican Academies Trust



September 2021



## **Welcome to St Botolph's Church of England Primary School**

We hope that this booklet will give you all of the information you need to help your child settle into St Botolph's.

**School Address:** St Botolph's Church of England Primary School  
Dover Road  
Northfleet  
Kent  
DA11 9 PL

**Telephone:** 01474 365737  
**Email:** [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk)  
**Website:** [www.st-botolphs.kent.sch.uk](http://www.st-botolphs.kent.sch.uk)

**Head Teacher:** Mrs A Chitty

**Deputy Headteacher:** Mrs A Martin

**Assistant Head Teachers:** Mr C Govey  
Mrs J Harding

**Inclusions Manager:** Mrs J Harding

**Chair of Governors:** Mr D Rosenthal

**Welfare Assistants:** Mrs K Basra  
Mrs K Simpson  
Mrs S Street

**Office Manager:** Mrs K Barton

**Administration Assistant:** Mrs E Hrabe



## St Botolph's C of E Primary School

St Botolph's Church of England Primary School aims to provide a stimulating and varied programme of education to enable children of all abilities and backgrounds to acquire confidence, knowledge and skills within an environment of the Christian faith and practice, respecting also those from other faiths. Staff, children, parents and governors work together for the care of the school within the community, committed to the spiritual, social, moral and intellectual welfare of the pupils.

Our school has been serving the local community of Northfleet in Kent since 1838. It was originally known as Northfleet National School and was rebuilt on its current site in 1976. We benefit from a large multi-purpose hall and a wealth of technology, including laptops and iPad stations. We also have extensive grounds, including separate junior and infant playgrounds and large playing fields.

### Our Vision

Our service to the school community will seek to fulfil Jesus' promise of 'life in all its fullness'. We will provide a committed and consistent approach. The curriculum will expand opportunities and widen horizons for all. Our Christian values of respect, resilience and responsibility will foster a strong sense of belonging.

### Our Values

The Three R's – Respect, Resilience, Responsibility

We shall promote Christian values of:

- **Respect**, so pupils and staff show love and forgiveness, working always for peace in our community, our country and our world.
- **Responsibility**, so pupils and staff actively serve and support the school and the wider communities in which they live, and strive for justice and equality for all people
- **Resilience**, so pupils and staff live in a positive climate of hope, show courage and compassion and are thankful both for the challenges they face and the blessings they receive.

### Our Ethos

Recognising its historic foundation, St Botolph's will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith. It promotes Christian values and spiritual development through the experience it offers to all its pupils.





## Aletheia Anglican Academies Trust

St Botolph's is proud to be part of the Aletheia Anglican Academies Trust, together with:

Holy Trinity C of E Primary School  
Horton Kirby C of E Primary School  
Rosherville C of E Primary School  
Saint George's C of E School (Primary and Secondary)  
Shorne C of E Primary School  
Stone St Mary's C of E Primary School  
Sutton at Home C of E Primary School



### The Trust's Vision and Strategic Plan

Operating within the family of the Diocese of Rochester, Aletheia schools are motivated by Christian values to serve our local communities. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none, and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision is the belief in educational excellence; the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining high quality schools and supporting schools in need of specific improvement in some of the more challenging wards in Kent. More specifically primary sector provision in Dartford and Gravesham; Anglican and otherwise. Our focus is to provide school improvement services that draw on the wealth of practise from across our trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to quickly respond to the needs of individual schools. Pedagogical excellence is at the heart of all we do with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

Belonging to a local Trust offers greater opportunities for influence than single schools can achieve: working together the Trust aims to be greater than the sum of its constituent schools. We see the growth of Aletheia as an opportunity for schools, leaders and governors to step forward as co-shapers of a school led and self-improving system in our area. The trust would like to become a sponsor to provide a credible alternative to existing providers, offering our distinctive ethos and strength of leadership to ensure all our schools are outstanding. We wish to grow our network of formal collaboration so as to broaden our ability to best match the experience and expertise of our teachers to the learning needs of individuals especially in areas of social deprivation.

#### **AAAT will deliver its vision by:**

- Developing a Trust for all ages /phases of education, working in partnership with each other, learning from each other
- Promoting a Church of England ethos, which believes in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Ensuring excellence in Central Services to deliver support to academies across the Trust.



## St Botolph's and St Mark's Churches

Our school enjoys a close connection with the Benefice of St Botolph's, Northfleet and St Mark's, Rosherville.

Weekly Eucharist services are held in school every Friday, led by one of our local vicars, with Eucharists being held at St Botolph's church on the first Friday of every new term.

We also enjoy visits to St Botolph's Church to celebrate a variety of Christian festivals, which parents are always most welcome to join us for. We all walk to church for these events and we are always grateful to any parents who can accompany us on these walks.

Further details about both churches can be found on our school website.

### St Botolph's Church



### St Mark's Church





## Reception Class Curriculum

Pupils in the Reception class are working within the Early Years Foundation Stage Curriculum guidance. Currently this covers the seven areas of learning: three prime areas *Personal, Social and Emotional Development; Communication and Language; and Physical Development* plus the four specific areas *Literacy; Mathematics; Understanding the World; and Expressive Arts and Design*.

Currently all children are observed and assessed in all 17 of the areas of learning. In September 2020 a new EYFS Curriculum was introduced by KCC, which your children will benefit from.

During their first 4 weeks at school, we carry out the Baseline Assessment for every child in EYFS. This is implemented through a series of activities which give us a good indication of their entry levels, enabling us to plan effectively for their schooling and track their progress and attainment as they move through the school.

The typical day in our Reception classes consists of a mixture of whole class teaching, independent and supported small group work and twice daily child-initiated learning (CIA). Phonics is taught four times a week.

Information about your child's progress and development will be shared at Parent Consultation evenings, which are held in November and February. If we have any concerns about your child's progress and development, this will be discussed with you and the information will be shared with the Key Stage and Inclusion Manager, so that appropriate support strategies may be put in place.

During your child's first few days in school, he/she may feel rather bewildered and tired. This is perfectly natural. To support with the transition into school, children will start part time for the first week, staying for mornings only. In week two, they will stay for lunch and go home at 1.15pm. The following week they will stay all day until 3.05pm.

We encourage children to be independent and it will help if they can recognise their own name so that they can sign in, find their tray where they put their book bag, and their water bottle for when they need a drink of water.





## Parent and Teacher Partnership

At school we value the home-school partnership: we understand that you will know your child best and we would like you to share this information with us. Your child will not just learn at school. The home is just as important a learning environment as the classroom. Please read and complete our Home-School Agreement with your child.

This partnership begins at the home visit, which will take place during the first two weeks of term. This is an ideal time for you to share any worries or concerns you may have about your child starting school and also enables you to ask any questions about the school and how we work.

All parents want to help their child do well at school, but are often worried about doing the wrong thing. We offer Parent Consultation evenings in October and March. There is also an open afternoon in Term 6 (July) once the final School Report has been given out.

If you have any concerns about your child, your first points of contact are our Welfare Assistants, who are outside on the playground every morning. If they cannot help you, you will need to talk to your child's Class Teacher (please appreciate that you may need to make an appointment, although they will see you if they can).

If the Class Teacher feels they need to involve a more senior member of staff, the query will be passed on to the Phase Leader.

Phase Leaders:	Phase 1 (EYFS and Y1)	Mrs Shaw
	Phase 2 (Y2, 3 and 4)	Miss Montgomery
	Phase 3 (Y5 and 6)	Mrs Pollard

If the Phase Leader feels the query is still unresolved, they will involve an Assistant Head Teacher, the Deputy Head and then the Head Teacher.

Your child will be given:

- A reading record book, which must remain in their bookbag and will be checked on Mondays and Thursdays. This book will be used to record every time you have read with your child. It can also be used to write short notes to the teacher.
- A reading book (when your child has been assessed as ready)). You should aim to read for 10 minutes at least 3 times per week. If you want to keep the book for further practice, please write this in the reading record book.
- A topic leaflet at the start of each term, which will explain what your child will be learning in the following term.
- A Home Learning Journal to use as a diary record of your child's weekend. These are sent home on a Friday, to be returned by the following Wednesday.
- An invitation to join Seesaw (see next page).

The Head Teacher sends parents a monthly newsletter with details of any special events. It is important for you to check your child's book bag every day for all correspondence and check the school website for updates.





## Seesaw

We use Seesaw to share with you what your child is learning at school. It gives your child a place to document their learning, be creative and learn how to use technology. Details of how to access Seesaw will be provided once your child has started at St Botolph's.

Each child has their own journal and we will periodically add entries to it, eg, photos, videos, drawings or notes. You will be notified of journal updates and will only receive notifications regarding your own child's posts.

You can access your child's journal any time via iOS app, Android app, Kindle Fire app or on the website, using other smartphones and computers. All student content is safe and secure; journals are only accessible by your child, their teachers and yourself. Journals are not public on the web and information is never shared with third parties. Seesaw's Privacy Policy can be accessed via our school website.







## Reading at home and at school

Your child will start to bring home books in their reading bag to share with you when the teacher feels they are ready. Some examples of books are:

- story books just for you to read and talk about with your child
- books without words for your child to make up the story themselves.
- books with words, these will be decodable and suit each child's reading ability.

Your child will also bring home a reading record/contact book in which we would like you to record the date and title of the book and a comment when your child has read. This book can become a valuable means of communication between you and your child's teacher.

Your child's reading development will be carefully monitored in school and you can help by regularly sharing books with your child at home.

The following are some ideas to help make the most of this time.

### Why share books?

- Stories are fun for both you and your child.
- It will prepare your child for reading.

### When should I share books with my child?

- Try to spend some time reading with your child every day but only if they are willing – approximately 5-15 minutes. If they are tired or reluctant to read it is better to leave it until they are ready.

### How should I read with my child?

- Talk about the front and back cover of the book (the pictures, the title, what do they think the story is about etc.).
- Show your child where you are going to start and talk about the beginning of the story.
- Sometimes let your finger point to the start of the story and move it along the line, helping your child to look from left to right.
- Discuss the pictures.
- Ask questions occasionally, e.g., "What do you think will happen next?".
- Talk about the story afterwards.
- If your child is still interested, ask them to tell you the story.
- Remember stories can be told in any language, so use your own if it is not English.

### Developing reading skills

- You can play games with your child such as matching sounds/words on adjacent pages e.g. snap!
- You could ask them to count how many times they can find a particular sound/word in their book.
- When looking at letters, it is important that your child learns the pure letter sound, as this is how phonics and reading are taught in Reception Class.
- In the early stages of reading, it is quite normal for a child to retell the story in their own words. Please encourage this as they are learning about characters, events and the sequence of a story.



- Once a child begins to recognise a few key words in a text, you can begin reading a new book to your child and then let them attempt to read.
- If your child gets a word wrong, encourage him/her to guess by using the initial sound of a word, the pictures, try and think of a word that looks a bit like it, sound it out if possible.
- If they guess incorrectly tell him/her the word and ask them to repeat it after you. However, if the guess is not correct but does make sense, then you can let them read on and just point out the mistake at the end of the page.
- Critical remarks only destroy a child's confidence: **PLEASE GIVE LOTS OF PRAISE DURING THIS TIME.**

Your child's reading book will be changed twice a week, as children need time to familiarise themselves with a new book and it boosts their confidence to read a book they are familiar with.

Remember, progress with reading is uneven. Some days your child might be stumbling over every word and the next day reading fluently – DON'T WORRY.

The important thing is that your child learns that listening to stories, and reading stories and other books for themselves, can be an **enjoyable and worthwhile experience**. Your involvement in supporting your child's learning will be a vital factor in determining their success in learning to read.

If you have any further questions please see your child's teacher.





## Organisation of the school day

8.30am The school gates will be opened.

8.30-8.45am Pupils and parents may walk to their allocated playground where their teachers will be waiting for them.

Please do not let your child get into the habit of being late. It is important that pupils get used to the routines at the beginning of the school day and that their learning is not disrupted. Should you arrive late, your child can be signed in up until 8.55am, with a reason for absence needed, at the main gate by one of our Welfare Assistants. After this time, they will need to be accompanied to the school office where you will be asked to sign your child in.

Please support your child with the rules of the outside and do not allow them to climb on apparatus before and after school.

Our Welfare Managers will be on duty every morning on each playground to take messages for class teachers and the office staff, eg if you are unable to collect your child(ren) from school or they have a medical appointment etc.

8.45am Morning registration

8.50am Collective Worship (for rest of school)

9.00am Eucharist (Fridays only)

10.20am Break time for KS1 and KS2 - if it is wet play, pupils stay in class with quiet activities. Reception children do not go out to play; they have fruit and drink time in their classrooms.

12.00pm End of morning session

1.00pm Afternoon registration

3.05pm End of the afternoon session



Please be on time as it can be distressing for your child if you are late. Should you be unavoidably delayed, please telephone the school office and a message will be given to the class teacher. Children will be brought to the school office if they are not collected on time. Please complete and return the Arrangements for End of School Day form attached. Children will not be allowed to leave the school with any person who is not listed on this form without prior notification from parents. Please telephone the school office as early as possible if there is a change to collection arrangements.

**If your child is unable to attend school due to sickness, please telephone the school on the first day of absence and send a letter in with your child on their return.**

Please take a moment to read the attached Attendance and Punctuality Leaflet.



## School Uniform

Girls	Boys
White blouse/polo shirt Red jumper/cardigan Plain grey skirt/tailored trousers/pinafore dress (leggings must not be worn) Red, white or grey socks/tights Black shoes <b>Summer</b> - red and white checked dress or plain grey shorts are optional	White shirt/ Polo shirt Red jumper Plain grey tailored trousers Dark socks Black shoes <b>Summer</b> - plain grey shorts are optional

Uniform items embroidered with the school logo are available to purchase from The Sewing Shop, 4 Echo Square, Gravesend DA12 1NP either in the shop, online ([www.the-sewing.shop.co.uk](http://www.the-sewing.shop.co.uk)) or by telephone (01474 536700).

Please name all clothing clearly so that it can be easily returned if lost. All unclaimed lost property is put in our lost property box and is donated to charity at the end of each term due to lack of storage space; please ensure that any lost property is claimed promptly.

**Jewellery**- Children may wear a sensible watch and one small stud earring in each ear. No other jewellery is permitted apart from for religious reasons, which the Head Teacher will need to be consulted on. Please see special arrangements regarding jewellery and PE lessons on page 12.

### Hair-

- Hair which the teacher considers too long for safety should be tied back with a hairband or ribbon matching the school colours (no large bows please)
- Natural hair colours only
- No shapes shaved into the hair
- No Mohican style hair cuts
- No partially shaved heads (e.g. one side long and one side short)
- No zero grade haircuts





## Physical Education

All children participate in weekly PE lessons; sessions focus on indoor and outdoor skills. Reception children have daily access to the Early Years garden to support their Physical Development. We go outside whatever the weather and children need a pair of named wellington boots for when it is muddy or wet.

**Reception children will not take part in PE lessons until Term 5. Please do not buy a PE kit until then.**

**PE Kit-** Children need black shorts and a t-shirt in their house colour in order to participate in PE lessons.

<u>House</u>		<u>Colour</u>
Cray	-	Blue
Darent	-	Green
Fleet	-	Red
Medway	-	Yellow

Reception children should wear their PE kit to school on their allocated PE day. They will not need to change at school.

**Safety** - Children have bare feet for dance and gymnastics in order to develop the appropriate skills successfully and also for safety.

Games and athletics lessons are held outdoors as well as indoors, so trainers or sturdy plimsolls also need to be worn, preferably slip-ons or with velcro fastenings so that children can put them on unaided.

Earrings must be removed or covered with tape before PE activities; pupils. It is very helpful if parents remove their child's earrings before school on days when the child has PE lessons.

Staff will not remove or fit earrings for a pupil, nor should they agree to look after any watch or other item of jewellery: these are the sole responsibility of the pupil.



## Food and Drink



## **School Fruit and Vegetable Scheme**



You may have heard about the Government's School Fruit and Vegetable Scheme. Under this scheme, all children aged 4 to 6 who attend a fully state-funded infant, primary or special school in England are entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in England eat only three portions a day.

We are pleased to say that our school participates in this scheme, which reinforces our commitment to healthy eating, and your child will be offered a free piece of fruit or vegetable each day at morning break time.

The fruit and vegetables will be fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

If you **do not** wish your child to participate in the scheme, please contact the School Office as soon as possible. It is essential that you inform us of any allergies your child might have so that we can ensure they are not given anything that might harm them.

## **School Milk**



Free milk is available for all children under the age of five in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier. We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Please let the School Office know, as soon as possible, if you would prefer us not to register your child for free school milk.

When your child turns five, you are able to pay a subsidised rate for your child to continue to receive milk. If you wish for your child to continue receiving milk from the age of five, simply register with Cool Milk directly via their website ([www.coolmilk.com](http://www.coolmilk.com)) or pick up a registration form from the school office. They will then contact you at the appropriate time to arrange pre-payment.

All information handled by Cool Milk is processed in accordance with current Data Protection Legislation. The data will be stored securely on Cool Milk's UK-based servers and will not be passed to third parties other than to UK Government departments for audit purposes.

## **Universal Infant Free School Meals**





As you are probably aware, under the Universal Infant Free School Meal scheme, every pupil in Reception, Year 1 and Year 2 is eligible for free school meals.

Good food and good food culture have been shown to lead not only to healthier, happier and more fulfilled children, but to improved educational attainment. Evidence from those areas that provide universal free school meals shows that children eat more healthily and perform better academically. Schools in these areas have also reported improved behaviour and atmosphere as a result of all pupils eating together every day.

We believe that the school lunchtime is a great opportunity for all of our children to sit down together and enjoy their healthy and tasty meal, while developing their social skills. We therefore hope that all parents will take up this offer of a free school meal for our infant pupils.

A copy of the weekly menu is included in the Welcome Pack and is also available on the school website. This menu is changed three times a year. Children who require a special diet for medical or religious reasons can be catered for if the school cook is informed in advance.

### **Pupil Premium**

Did you know that, even though your child is entitled to a free school meal from Reception to Year 2, if you receive certain benefits our school can still receive additional money from the Government under the Pupil Premium Grant?

**For every child registered, St Botolph's CE Primary School will get £1345!**

With this money we could purchase additional resources for the children of our school, such as IT and sports equipment, music lessons, additional staff etc, as well as updating our current facilities. **If you are eligible and have registered, you could also get financial help with school trips and free places in our Breakfast Club and the St Bots After School Club!**

### **How does it work?**

1. First, check to see if you qualify – please look at the list below.
2. Registering is really quick and easy – if you think you qualify, please complete the form in the Welcome Pack or register online at <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

### **Do you qualify?**



You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Apart from a few members of staff, no one will know that you have registered or that your child is able to have free school meals and if you claim benefits, it will not affect any of these.

If you have any questions regarding Pupil Premium, please contact the school office.

### **Packed Lunches**



If your child brings a packed lunch, please send it in a named lunchbox. We ask that children bring a nutritious meal – no sweets or chocolates are allowed – together with a drink of water or fruit juice (not too sugary) in a plastic bottle or flask. Please also ensure that your child does not bring nuts or peanut butter sandwiches in their lunchbox, as even the smell of peanuts can seriously affect pupils who may have a nut allergy.





## School Payments

St Botolph's is a cashless environment; apart from charity event donations, we do not accept cash payments in school.

Payments for all school trips and events should be made online, using ParentPay – [www.parentpay.com](http://www.parentpay.com). Breakfast Club, St Bots Club and School Meals should also be paid for online and these fees should be paid in advance when possible, or as soon as possible after attendance.

Parental consent is required before your ParentPay account can be activated; this consent is requested within the St Botolph's Registration Form. Activation details will be provided to you before your child starts school.

ParentPay is compliant with the General Data Protection Regulations. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.

If you have any questions or problems, please contact the School Office.





## Breakfast Club

We are very proud of our daily Breakfast Club, which provides good quality childcare for the children of St Botolph's School aged between 4 and 11. We aim to provide a nutritious and filling breakfast which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and we will ensure that your child(ren) have a safe and happy time at Breakfast Club.

We encourage children to use Breakfast Club as a social opportunity and at the same time to learn about the benefits of healthy eating. Children will sit at a table until they have finished eating, then quiet play or activities are chosen.

Children are encouraged to eat and drink something and healthy foods such as cereals, toast and various spreads are provided.

### Opening Times

Breakfast Club is run in our Studio and is open every weekday during term time, excluding Staff Development Days, from 7.30am to 8.30am. Pre-booking is not essential and your children can be dropped off at any time between these times.

Please note that breakfast is served up until 8.15am and any children arriving after this time will not be offered food.

### Cost

Breakfast Club has a fixed cost of £3.00, or £5.00 for two siblings, which includes a breakfast of toast, cereals, milk or juice. The cost does not change depending on the time your child arrives. Payment is made via ParentPay (see page 17) and should be made in advance or on the day of attendance. We will not offer credit and we reserve the right to refuse further bookings if the full fee is not paid.





## St Bots After School Club

The St Bots Club aims to provide a friendly, safe environment for children, with a wide range of activities both inside and outside depending on the weather.

Children will be provided with a light tea from an organised menu, served after 4.30pm (eg sandwiches, wraps, hot dogs, beans on toast, fresh fruit, water, milk, squash and juice). Any special dietary needs are catered for and the menu has been designed to complement the midday school meal and with the school's "Healthy School Policy" in mind.

We are committed to providing equal opportunities for play and participation and we will endeavour to ensure that your child(ren) have a safe and happy time at the Club.

### Opening Times

The St Bots Club is open every weekday during term time, excluding Staff Development Days, from 3.05pm to 6.00pm.

### Costs

3.05 – 4.30pm (including drink and biscuit) - £5.00 per child or £8.00 for two siblings  
3.05 – 6.00pm (including light meal) - £9.00 per child or £15.00 for two siblings

Payment is required via ParentPay (see page 17) on the first day of attendance each week and can be paid in advance.

We will not offer credit and we reserve the right to refuse further bookings if the full fee is not paid.

A late fee of £5.00 per child per 15 minutes (or part thereof) will be charged for any children collected after 6.00pm to cover staffing costs.

### General

- We have some general terms and conditions that you must read and agree to.
- We are always open to new ideas and suggestions or thoughts regarding the St Bots Club and we do appreciate your feedback. Likewise, if you have any problems or questions regarding the Club, please do come and speak to us.

### Contact Details:

Kim Barton, Office Manager

Tel: 01474 365737

Email: [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk)





## Parental Consent for Images

We need to ask for your consent before we are able to take photographs of your child during their time at St Botolph's C of E Primary School.

Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities
- recording their learning and development progress
- recording special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

To comply with the General Data Protection Regulation (GDPR), we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read and complete the enclosed Parent Consent For Images/Use of First Name form and do not hesitate to contact the school should you have any queries.

**Please note, due to Trust policy, parents/guardians/members of the audience are forbidden to photograph or film any public performance/events (eg, school performances/events, church or Eucharist services).**





## Phase 1 Student Acceptable Use Policy

The school has installed computers and Internet access to help our learning. Please read through the following rules with your child and complete and return the Acceptable ICT Use Policy Agreement. These rules will keep everyone safe and help us be fair to others.

### Safe

- I know my teachers can keep track of what I do on my computer to help keep me safe.
- I know I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online.

### Private

- I will not tell anyone my password.
- I will keep my personal information a secret.

### Responsible

- I will be kind to people when I write a comment or talk to someone online.
- I will not deliberately upload or add any images, video, sounds or text that could upset any other person.
- I will only upload pictures and videos when an adult has asked me to.
- I know I am not allowed to bring in any of my own devices to school.

### Legal

- I will not access or change other people's files, accounts or information.

### Reliable

- I know that people I meet online may not be who they say they are. If someone online suggests meeting up, I will immediately report this to a member of staff.
- I will always check with an adult that any information I find online is correct.

### Report

- I know that if the school suspects I am behaving badly with technology, my teacher may stop me using technology at school.
- If I am aware of anyone trying to misuse technology, I will report this to an adult.
- I will report any damage to technology, whether accidental or malicious, to an adult.
- I will speak to an adult if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I am aware that online actions have both online and offline consequences.





## Privacy Notice – How we use pupil information

### Privacy Notice (How We Use Pupil Information)

Within the Aletheia Anglican Academies Trust (AAAT) we collect and process personal information. You have a legal right to know what information we hold and how we use it. The purpose of this privacy statement is to outline what information we collect and how we use it.

### The categories of pupil information that we collect and store:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth, special educational needs and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any medical conditions
- Achievement and behaviour records
- Photographs
- CCTV images
- School based assessment and examination results

### Why we collect and use this information

We use the pupil data:

- To contact home
- To support learning
- To monitor and report on pupil progress
- To monitor wellbeing and provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use your information only when and where we are legally allowed to do so. We will use you information where:

- We need to comply with the law, compliant with Article 6 (c) of the GDPR.
- We need to protect your interests and wellbeing, compliant with Article 6 (d) of the GDPR.
- We need to carry out tasks in the public interest, compliant with Article 6 (e) of the GDPR. This includes providing education services.

### Collecting pupil information

Most of the pupil information that we collect is required by law. However, there are occasions when we will ask for consent for additional information. You are under no obligation to provide additional consent and can be withdrawn at any time.

This may include (but is not limited to):

- Use of a pupil's photograph
- Use of a pupil's information on the school website



## **Storing pupil data**

We will keep personal information about you while you are a pupil at our school. Where we have a lawful basis, some personal information will be retained beyond this point.

We are currently reviewing our data retention and data destruction policies and will update the website with this information when the review process is complete.

## **Who we share pupil information with**

We routinely share pupil information with:

- Parents or carers
- Health and social welfare authorities
- Educational establishments that the pupil attends after leaving us
- Kent Count Council
- Department for Education (DfE)
- Ofsted
- Service providers (who have been verified as GDPR compliant)
- Police and legal services

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:



- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

Kim Barton, Office Manager, on 01474 365737 or [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Kim Barton, Office Manager, on 01474 365737 or [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk).





## A Message from the Friends of St Botolph's (FOSB)

A very warm welcome to all new parents from the Friends of St Botolph's (FOSB), formerly known as the PTA (Parent Teacher Association).

FOSB was formed in 2009 by a small group of parents willing to give some of their precious time and energy to raise funds for school events. Together with parents/carers and the St Botolph's staff, we promote the school within the community by organising events for the children and parents/carers which raise additional funds for the school.

All parents and carers automatically become members of the FOSB Team once their children have joined and we are always looking for fresh ideas and people to help. Everyone's time and energy is precious enough without having to attend every meeting we hold and some people may just want to dip in and out, whilst others might want to take on a bigger role within FOSB. We are very accommodating and flexible with a view to holding meetings in the day as well as having twilight meetings. Younger siblings are always welcome at meetings. Every idea, no matter how big or small, is of great value and we are grateful for your contributions. Without your ideas, enthusiasm, energy and help we would not be able to hold events for the children of St Botolph's.

So please come and join in the fun, we are looking forward to meeting you. 😊

Warmest regards

THE FOSB TEAM

Contact Email – [fosb@st-botolphs.kent.sch.uk](mailto:fosb@st-botolphs.kent.sch.uk)

Facebook group - [www.facebook.com/groups/FOSB1](https://www.facebook.com/groups/FOSB1)





## And finally .....

We know that your child will be happy in our school and we look forward to welcoming you to the St Botolph's Community.

If you have any questions, please do not hesitate to contact the school office on 01474 365737 or email [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk).

## Welcome to St Botolph's School!



You should have received a separate folder containing the following forms:

- Home-School Agreement
- Arrangements for End of School Day
- Pupil Premium Registration form (if applicable)
- Parental Consent for Images/Use of First Name
- Parent/Carer Acceptable ICT Use Policy Agreement
- Local Visits for Education Purposes – Parental Consent
- Food Tasting – Parental Consent

Please complete and return these forms in their folder to the school office as soon as possible. Thank you.