



WELCOME BOOKLET

STARTING SCHOOL

at

St Botolph's Church of England Primary School

Part of the Aletheia Anglican Academies Trust



Aletheia
Academies Trust

September 2023



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
Website: 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

Phase One Leader: Mrs S Shaw
Phase Two Leader: Miss R Montgomery
Phase Three Leader: Mrs L Pollard

Inclusions Manager: Mrs J Harding

Chair of Governors: Mr D Rosenthal

Inclusions Team: Mrs K Basra
Mrs K Fidge
Ms V Flynn
Mrs C Mahoney
Mrs K Simpson
Mrs S Street

Office Manager: Mrs K Barton



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, cultural 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 KS1 and KS2 playgrounds and large playing fields, including our popular Forest School.

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 Moto

Inspired by Jesus, helping everyone to become the best they can be.

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 Academies Trust

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

Cliffe Woods Primary School
Halling Primary School
Holy Trinity C of E Primary School
Horton Kirby C of E Primary School
Rosherville C of E Academy
Saint George's C of E All Through School (Primary and Secondary)
Sedley's C of E Primary School
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 a service 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, with our older children chaperoning our younger ones, building our sense of community.

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. 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*.

All children are assessed in all 17 of the areas of learning and their wellbeing is monitored through the Characteristics of Effective Learning.

During their first four weeks at school, we carry out the statutory Baseline Assessment for every child in EYFS. This is implemented through 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 five times a week.

Information about your child's progress and development will be shared at Parent Consultation evenings, which are held in October and March. 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 with half days for their first two weeks, before commencing full time education in the third week.

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.

During Term 6 and at the start of Term 1, you will be invited into school with your child for one hour's Stay and Play, where your child can familiarise themselves with the classrooms and you can meet the Reception Class teachers and provide them with any additional information.

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 Inclusions Team, 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 will be sent home every Friday and should be returned the following Wednesday.
- 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 newsletter, via email, each month with details of any special events. It is important for you to check Seesaw daily and to check the school website for updates.





Seesaw

We use an app called 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.





Reading at home and at school

Your child will bring home books without words until their teachers feel that they have sufficient phonic knowledge to begin the reading process. They 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. Guidance will be given by teachers on how to use the books and support your child with early reading.





Organisation of the school day

8.30am The school gates will be opened.

8.30-8.45am Pupils may enter their classrooms.

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 Inclusions Team. 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 Inclusions Team 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

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 contact the school on the first day of absence via the telephone absence line, email or the Studybugs app.

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



School Uniform

- White blouse/shirt/polo shirt
- Red jumper/cardigan
- Plain grey skirt/tailored trousers/pinafore dress (leggings must not be worn)
- Dark socks with trousers/grey, red or white socks/tights with skirts/dresses
- Black shoes
- **Summer** – red and white checked dress or plain grey shorts are optional
- Hijabs, turbans and patkas should be in school colours only (red, white, grey or black)

If you would like to purchase items embroidered with the school logo, these are available from S. Simmonds & Son Ltd, either online at www.simmonds-ltd.com or from their nearest store, which is at Chatham dockside. All orders placed before 31st July 2023 will qualify for free home delivery.

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 (not a smart 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

Apart from in Reception classes, 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. They 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 6. 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

Children in Phase One (Year R and Year 1) 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. It is very helpful if parents remove their child's earrings before school on days when their 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.





Forest Bots

Forest School is a child-centred, inspirational learning process, that offers our children opportunities for holistic growth through regular sessions in our ever developing on site woodland.

Its roots reach back to the open-air culture, or free air life, seen as a way of life in Scandinavia, where Forest School began. It arrived in the UK in 1993 and has grown in popularity since then.

The process helps and facilitates more than knowledge-gathering; it helps learners develop socially, emotionally, spiritually, physically and intellectually. It creates a safe, non-judgemental nurturing environment for learners to try things out and take controlled risks. Forest School inspires a deep and meaningful connection to the world and an understanding of how a learner fits within it.

Forest School is unique in its reach, delivery and effect. The six principles are:

1. Forest School is a long-term process of regular sessions, rather than one-off or infrequent visits; the cycle of planning, observation, adaptation and review links each session.
2. Forest School takes place in a woodland or natural environment to support the development of a lifelong relationship between the learner and the natural world.
3. Forest School uses a range of learner-centred processes to create a community for being, development and learning.
4. Forest School aims to promote the holistic development of all involved, fostering resilient, confident, independent and creative learners.
5. Forest School offers learners the opportunity to take supported risks appropriate to the environment and to themselves.
6. Forest School is run by qualified Forest School practitioners, who continuously maintain and develop their professional practice.

Children participate in making mud faces, using palm drills to make badges from wood, learning about the different layers that make up the forest and looking at the different shapes sizes and textures of leaves, making tie dye from natural materials, using secateurs to cut branches, weaving, games to promote team building, whittling using safety whittlers, moving on to knives, saws and axes in the older year groups.



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) 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.



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.



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?

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 [Register for Free School Meals](#)
3. If you are unsure, our office staff can do a quick check for you. All they will need is your name, date of birth and National Insurance number.

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)

Eligibility for Pupil Premium will not affect any of your current benefits.

Please fill in the form with your National Insurance number and date of birth so we can check if you are eligible.

Please be assured that, apart from a few members of staff, no one will know that you have registered or that your child is eligible to have free school meals.

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



Arbor

Our school uses Arbor as its MIS provider. An MIS is a system that helps schools collect, store, manage and use all of the information they need. Arbor is a simple, smart and cloud-based MIS, meaning that data is not physically stored in school. This makes it super secure, as computer theft or damage at the school would not lead to data loss or a data breach.

The great thing about Arbor is that parents can log in to our Parent Portal and/or download the Arbor app, and are able to see and update their child's information. You will also be able to see your child's attainment and attendance details at any time!

Activation details and further information about Arbor will be provided to you before your child starts school.

COMMUNICATION WITH PARENTS

Where possible, all written communication with parents is done electronically, via email or text message, using Arbor. **Please ensure that you update your information via the Parent Portal or inform us as soon as possible of any changes to your email address or telephone numbers.**

We encourage parents to download the Arbor app, as messages sent via the app are free, saving our school money!

SCHOOL PAYMENTS

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

The Arbor Parent Portal allows you to pay securely online for all school trips and events. Breakfast Club, St Bots Club and School Meals should also be paid for in the same way and these fees should be paid in advance when possible, or as soon as possible after attendance.

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 £4.00, or £7.00 for two siblings, which includes a breakfast of toast, cereals, waffles, pancakes and milk or squash. The cost does not change depending on the time your child arrives. Payment is made via Arbor 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) - £6.00 per child or £10.50 for two siblings
3.05 – 6.00pm (including light meal) - £12.00 per child or £21.00 for two siblings

Payment is required via Arbor 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





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).





Student Acceptable Use Policy

Safe

- I know that my use of school computers, devices, services, e-mail, and internet access will be monitored and logged.
- I understand that school systems, including the internet filter and security software are there to protect me, and I will not try to compromise or bypass it.
- I know I can visit www.childline.org.uk, www.childnet.com, and www.thinkuknow.co.uk to find out more about keeping safe online.

Private

- I will keep my password safe and secure, as my privacy, schoolwork, and safety must be protected at all times.
- I will protect my personal information online at all times.
- On personal devices, I will ensure my privacy settings are set appropriately and will ask for help from a member of staff if unsure.

Responsible

- I know that school computers, e-mail and internet access is a privilege to help with my learning.
- I will write e-mails and online messages carefully and politely as I know they could be forwarded or seen by someone I did not intend. I will not use bad language, racist, sexist, abusive, homophobic, or aggressive words that could bring the school its disrepute.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any other person.
- I will only upload appropriate pictures or videos of others online when I have permission.
- I know that bullying in any form (online and offline) is not tolerated and I know that technology should not be used for harassment or abuse in any way.
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes, or advertising is not allowed.
- I know that other technological devices may not be allowed in school. If I am not sure, I will ask a member of staff.
- I will not interfere with another user's computer or equipment.

Legal

- I understand that it may be a criminal offence and / or breach of the school policy to download or share inappropriate images, video, sounds, text, or other material online.
- I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will not access or change other people files, accounts, or information.
- I will respect other people's information and copyright by giving a reference and / or asking permission before using images or text from copyrighted online sources.

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 that any information I find online is reliable and accurate.



Report

- I know that if the school suspect I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and / or confiscating personal technologies such as mobile phones and other devices.
- If I am aware of anyone trying to misuse technology, I will report this to a member of staff.
- I will report any damage to technology, whether accidental or malicious, to a member of staff.
- I will speak to a member of staff 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 your 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.

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.



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

Facebook group - 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.

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
- Eligibility for Pupil Premium form
- 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.