



St. George's Church of England Primary School

We are proud to be a 'Good' School (Ofsted 2025)

PARENTS' HANDBOOK 2025-2026

Information and documentation in connection with your child's start at
St. George's C. of E. Primary School

Contact:

info@st-georgescofe.derbyshire.sch.uk

tel: 01663 743222

www.st-georgescofe.co.uk

The following forms need to be filled in and handed to the office before your child starts school.

The rest of the booklet is for your information to keep.



All the information contained in here can also be accessed on our website:-

www.st-georgescofe.co.uk

Please bring your child's birth certificate when registering your child.

Pupil Data Form

Data Protection Act 2018 – The School is collecting this data in order to meet its statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 1976 and The School Standards and Framework Act 1998. Some of this data will be shared with the Local Authority and may be shared with other agencies that are involved in the health and welfare of school children, at the discretion of the school and subject to agreement by parents/carers.			
First Name			
Preferred First Name			
Legal Surname:			
Date of Birth		Gender – Male	Female
Names of any brothers/sisters already at this school			
Pupil's home address			
Postcode			
Previous School, Nursery or child minder.			
Medical Details			
Doctor's Name			Doctor's Tel. No.
Doctor's Address			
Please provide details of any medical conditions that the school should be aware of, and any emergency action that should be taken (e.g. Asthma, Epilepsy, Allergies to bee stings, nuts or particular medicines).			

Emergency Contact Details

We must be able to contact the people detailed below during the school day. The person named in Priority 1 below should be the only person we need to contact in the vast majority of cases since they should be available and based locally. Please make the people named below aware that you have nominated them.

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility
1						Yes/No
Address:					Email:	
Post Code:						
Home Phone			Mobile		Work Phone	

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility
2						Yes/No
Address:					Email:	
Post Code:						
Home Phone			Mobile		Work Phone	

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility
3						Yes/No
Address:					Email:	
Post Code:						
Home Phone			Mobile		Work Phone	

Priority	Title	First Name	Surname	Gender	Relationship to child	Parental Responsibility
4						Yes/No
Address:					Email:	
Post Code:						
Home Phone			Mobile		Work Phone	

Ethnicity – you can refuse to provide information on your child’s nationality or country of birth

Country of birth		
Nationality		
Please tick the one category which best describes your child’s main home language		
Arabic	German	Norwegian
Bengali	Greek	Punjabi
Cantonese	Gujerati	Spanish
English	Hakka	Polish
French	Hindi	Turkish
Gaelic	Italian	Urdu
Other, please specify		
Please indicate below the descriptor which you feel best describes your ethnicity.		
White	<input type="radio"/> British <input type="radio"/> Irish <input type="radio"/> Traveller of Irish Heritage <input type="radio"/> Gypsy/Roma <input type="radio"/> Any other White background	
Mixed	<input type="radio"/> White and Black Caribbean <input type="radio"/> White and Black African <input type="radio"/> White and Asian <input type="radio"/> Any other mixed background	
Asian or Asian British	<input type="radio"/> Indian <input type="radio"/> Pakistani <input type="radio"/> Bangladeshi <input type="radio"/> Any other Asian background	
Black or Black British	<input type="radio"/> Caribbean <input type="radio"/> African <input type="radio"/> Any other Black background	
Chinese	<input type="radio"/>	
Any other ethnic background Please give details.		

Disability Equality

All information you provide will be treated sensitively and only used to improve the provision we make in school.

Name of child		
1	Do you consider yourself or your child to have a disability?	Yes / No
	If so, please let us know the details of this disability below:	

Religious Affiliation	
Please tick one category which best describes your child's religion	
Buddhist	Christian (please specify)
Hindu	<input type="text"/>
Jewish	Other Religion (please specify)
Muslim	<input type="text"/>
Sikh	
No Religion	
Mode of Travel: Please state how your child travels to school:	Walks to school <input type="checkbox"/>
	Car/Car share <input type="checkbox"/>
	Public transport <input type="checkbox"/>

I declare that the information that I have provided on these documents is correct to the best of my knowledge.

Signed Date.....

Collecting your child from school

Regarding the release of your child(ren) at the end of the school day.

Who will be the person who usually picks up your child(ren)?

Name

Relationship to child

Contact tel. no.

If the person above will not be picking up your child(ren) on a given day, you need to inform school who this will be. If you know who this is please give details below:

Name

Relationship to child

Contact tel. no.

Important

If anyone different is collecting your child from school, you must telephone school to let us know who this will be before the end of the school day.

Court orders

Is there a Court order against any person who is not to have contact with your child? If so, we do need you to bring the documentation into school so that we can act accordingly.

Please detail any court orders applied to your child below (e.g. Ward of Court, Legal rights etc)

Does your child have a parent currently serving in the UK military? Please provide details below

What is Pupil Premium?

From September 2014, all children who are in Reception, year 1 or year 2 in a state-funded school have been and continue to be entitled to a free healthy school lunch. We expect all children to have a school dinner. Children in other school years will also be offered a free school lunch if their parent is receiving any of the qualifying benefits such as Income Support or Child Tax Credit (with an annual income of less than £16,190.)

Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in Reception, year 1 or year 2, so that your child's school receives as much funding as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals. Pupils eligible for Pupil Premium will also be eligible for Free School Meals. You only need to complete this form once and it will last for the duration of your child's time at their current school.

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Application for Pupil Premium Funding/FSM

We are asking all parents and guardians of children who will be attending a Derbyshire school in any class including Nursery Classes (aged 3 or 4 years old) to complete and return the form below. We will then be able to confirm whether the school is entitled to claim the Pupil Premium for your child. The Pupil Premium provides extra funding within the school for additional equipment and support. Please complete all sections of this form and return it to your school for processing in accordance with the Data Protection Act 1998 and the Council's Information Management policy.

Name of School	
----------------	--

Please provide of your child and all other children in your family, below.

Child's Surname	Child's First Name	Date of Birth	Name of School Attended

Please provide Parent/Guardian Details (this information is required by HMRC to process the Pupil Premium funding)

Surname	First Name	Date of Birth	National Insurance No	Telephone Number

The information I have given on this form is complete and accurate. I will notify Derbyshire County Council of any change in circumstance during the school life of my child/ren whilst attending schools in Derbyshire. I agree that Derbyshire County Council can use the information I have provided for the purpose of collating information and making the application for Pupil Premium Funding.

Signature of parent/guardian:

Date:

Parental Consent Form

Forename:
Surname:
Date of Birth:

Please give each statement your consideration and complete the form as appropriate by circling the appropriate answer; Parental consent to Data Processing must be obtained for pupils younger than 13 years of age.

Photo Permission

There are many activities and occasions in school where children are likely to be photographed to record their achievements and successes and to complement work they do. As a parent / carer you have the right to decide whether you wish to give consent to your child's image being captured during such an activity. We may use photographs in our school publications or on our display boards in school.

I give permission for my child to be photographed during an activity as described above.

Yes No

Individual Photo Permission

Children have photographs taken individually and within a class group on an annual basis by the school's chosen photographer. We require parental consent to authorise photographs to comply with data protection and GDPR regulations as the photographer will need basic information about your child. Parental consent must be obtained for any child under the age of 13 and if you do not wish your child to be photographed for their class photographed, please make us aware.

I therefore give permission for my child to have their annual school photographs.

Yes No

Website

The school may post Images to the school website or any brochures relating to the school which may require pictures although no name will be used to identify a child.

I give permission for my child's photograph to be used on the school website or in a school's brochure.

Yes No

Outside Media

From time to time, our school may be visited by the media or other invited agents who may take photographs / film footage or carry out newspaper / radio / television interviews and names of the children may be mentioned in their publications.

I give permission for my child's photograph / film to be used by the media and for my child's name to be released for publication such that my child may be identified as an individual or as part of a small group.

Yes No

School Events

Whenever there are events to which we invite parents and other family members we will allow photographs / video footage to be taken but we ask everyone to not post any images they have captured on the internet and social media.

I agree that any photograph or video I take at a school event will be for personal or family use and will not be out on the internet.

Yes No

Classroom and Internal School Displays

We use your child's first name on displays in school to identify their work and help your child to identify their name.

I give permission for my child's first name to be used on internal school displays

Yes No

PG & U Classification films

At various times throughout the year we would like to be able to show either to further enhance the curriculum or as a treat. The films are either suitable for all ages or PG. We would like your permission to allow your child to watch a PG film.

I give my permission for my child to watch a PG film in school

Yes No

Local Walks

The school offers opportunities during the year for our pupils to take part in a variety of activities in the immediate locality. We are seeking a single permission to enable children to take part. All activities will be detailed in the school newsletter or by text or by letter to affected parents, there will be no cost to parent's and they will take place during the school day. These could include fully supervised local environmental walks or visits to church.

I give permission for my child to undertake supervised activities within the local area

Yes No

Internet Access

Your child may be required to access the internet when having ICT lessons. I give permission for my child to access the internet at school.

Yes No

Outside Providers

We also pass information on to the following companies for the reasons listed. Please indicate your consent by ticking the relevant box to enable us to share this information. For more information on the company's GDPR compliance, please look at the company website or contact the school office.

Yes No

Pearson education – Power Maths

<https://www.pearson.com/uk/pearson-privacy-and-you/privacy-policy.html>

To access learning resources and homework using a password. We need to provide and keep your child's name, date of birth, year group and class name. This information will change each year as they move through school.

I give my permission for my child's personal information to be used for the purpose as described above.

Yes No

Cornerstones

<http://cornerstoneseducation.co.uk>

To record pupil progress and attainment. We need to provide pupil name, date of birth and assessment data in order to receive an accurate picture of your child's progress in literacy / Math's and other curriculum areas e.g Science.

I give permission for my child's personal information to be used for the purpose as described above

Yes No

School Leavers Company

<http://www.schoolleaverscompany.co.uk>

To order Year 6 leavers hoodies we need to provide your child's name and class name.

I give permission for my child's personal information to be used for the purpose as described above at the applicable time.

Yes No

TheSchoolApp

To receive text messages from a school regarding events, reminders and other information such as newsletters. We need to provide your child's name and class name, year group and your mobile number and email address.

I give permission for my child's personal information to be used for the purpose as described above

Yes No

Your right to withdraw consent:

Please note that you have the right to withdraw these consents at any time and you can do this by contacting us at the address given below:

For more information on how St Georges C of E Primary School uses data we hold about you, how long we keep it and your rights relating to it, e.g to have it corrected, erased, restricted, transferred or to see your records go to our website at www.st-georgescofe.co.uk or contact Mrs Morley at the school on info@st-georgescofe.derbyshire.sch.uk or 01663 743 222 or in writing to

St Georges C of E Primary School
Church Lane
New Mills
High Peak
SK22 4NP

You choices will be applied for the duration of your child's time at St Georges C of E Primary School unless you tell us otherwise in writing

SIGNED:
PRINT NAME:
RELATIONSHIP TO CHILD:
DATE:



Food preparation and tasting

Dear Parent/Carer,

The school runs activities to support learning about food preparation and healthy eating as part of our work. Children will be tasting and preparing different types of food on various occasions. We do need to know if there are any food related allergies affecting him/her.

This form will cover your child for their entire time at St George's

Child's name _____

(Please tick and complete all necessary sections)

My child does not have any known food allergies or special dietary requirements

My child has the following allergies or special dietary requirements: (please give details)

My child cannot eat the following foods due to our religion/culture/belief (eg vegetarian)

Parent / Carer _____

Date _____

Please sign to acknowledge the following statement

I understand that it is my/our responsibility to inform school if any of the above details change

Parent carer _____

Date _____



DDAT
Derby Diocesan Academy Trust

Church Lane,
New Mills,
High Peak.
SK22 4NP
01663 743222

St George's C of E Primary School

info@st-georgescofe.derbyshire.sch.uk

www.st-georgescofe.co.uk

Mrs S Craig
Exec Headteacher



Mrs J Rackstraw
Chair of Governors

Home / School Agreement for : _____ Childs name

The staff, parents and governors of St Georges C of E Primary School believe that children thrive in a supportive atmosphere created by a successful partnership between home and school. Therefore, we all agree to work together to:

- Recognise that the interests of all children, individually and as a group, require parents to take an active interest in the school and to be supportive of the school codes of conduct and behaviour.
- Foster mutual respect between pupils, parents, staff and governors.
- Ensure regular, punctual attendance of the child and that they are appropriately dressed in full school uniform and equipped with full P. E kit in order to partake fully in the school curriculum.
- Identify any potential concerns with the child whether behavioural, learning or social and work together with school staff to achieve effective solutions.
- Support the school's homework policy and your child's participation by ensuring he / she completes tasks.
- Support and acknowledge that parents are responsible for the safety of their children up to 8.45am and after 3.30pm (unless they are attending breakfast club / after school club)

The staff will provide progress reports and opportunities for formal consultation to discuss pupils progress and achievements. Additionally, staff are available to discuss any concerns at a mutually convenient time.

The headteacher and staff fully commit to working together with parents and retain open dialogue at all times.

Headteacher: _____ *Mrs S Craig* _____

Parent / Carer _____

Date _____

Administration of Medicines/Creams/Ointment

- Parents are responsible for the administration of medicines to their children. Selected staff are available to administer certain medicines upon the completion of a form and by prior arrangement. Please see Appendix A/D
- If a child is unwell they should not be sent to school.
- If a doctor advises that a pupil should attend school while still needing to take medicine the parents need to inform school and fill in the appropriate form for the medication to be administered. Staff can administer medicines that require to be taken 4 times a day.
- Staff will **not** administer medicines (such as Calpol etc) to children who fall ill during the day. Parents will be called in such cases.
- If a pupil becomes seriously ill during the school day, parents and/or an ambulance will be called for.
- If a child has suffered from vomiting and/or diarrhoea they should not return to school until 48 hours after their last episode of vomiting or diarrhoea.

Administration of Inhalers

- If your child suffers with asthma, parents must complete and return the attached form (Appendix B) and ensure that their child always has an inhaler in school.
- An inhaler is available in school for emergency use only, and parents must complete and return the attached form (Appendix B) to sanction its use with their child in an emergency situation.
- You will be informed if this has been used – Appendix C

Administration of medication for ADD or ADHD

Certain staff are able to administer medication for ADD and ADHD, and this must be discussed with the Headteacher beforehand and a separate authorisation completed. Please request this after discussion with the Headteacher.

- The age and responsibility of the child will be considered where a request for administration of medication is made for ADD or ADHD, however any self-medication will always be supervised by a member of staff.
- All requests for the administration of medication for ADD or ADHD will be considered by the Headteacher.

For the protection of the children, a list of pupils with asthma, allergies and health conditions is made available to all staff. This list is used within the school for the purposes of healthcare only.

Anti-bullying Charter

Bullying is defined as; *'Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'*.



Adults in School

- Make our school a welcoming and inclusive place where everyone is treated equally and expectations are high.
- Provide a safe, caring and stimulating environment in which every individual is cared for spiritually, morally, intellectually, physically, socially and emotionally.
- Will provide a tailored approach to supporting pupils with additional needs and giving extra support to those pupils that need it most.
- Will promote an 'open door' approach where parents know they can confidently approach adults in school to raise concerns.
- Will promote tolerance, honesty, respect, resilience and life skills amongst the children through our SEALS PSHE program.
 - Will work in partnership with parents and stakeholders to place our school at the heart of the community it serves.
- Will take the concerns raised by children and parents seriously, investigating and recording them appropriately and informing a senior member of staff.
- Will monitor relationships after incidents have been resolved and provide follow up feedback if required.

Signed

Mrs S Craig

Headteacher

Pupils

- Know that not all unkind or hurtful behaviour is bullying because they understand the difference.
- Know that all adults in school want all children to feel happy, safe, included and valued in our school.
- Should treat others as they want to be treated themselves, valuing friendship and showing kindness, tolerance and care to all others.
- Understand that any form of hurtful, unkind or bullying behaviour is never acceptable. There is a positive way to sort out every problem!
- Should care for our school environment and look after school property.
- Know that you can talk to any adult in school or use the Worry Boxes to say if you are worried, scared or just need to ask something.
- Know that when you talk to us we will make time to listen carefully to what you say and we will take it seriously.
- Know that adults might have to share the information you tell us with others to help you or to sort out any problems.

Please ask **your child** to write their own name here.

Pupil's name

Parents

- Know that our school takes bullying very seriously and has an Anti-bullying policy which is available to view in school and on our website.
- Support our school definition of bullying and make every effort to distinguish between bullying and one off disputes or incidents.
- Take responsibility for your child's safety online. Monitor their online activities. Block access to inappropriate material and only allow games displaying age appropriate PEGI ratings.
- Support your children by modelling honesty, tolerance for others and promoting equality.
- Model resolving conflicts respectfully and teach your children how to do this.
- Encourage your children to be open and talk about any fears or problems they have before they escalate.
 - If you have concerns, stay calm and share these concerns with an adult in school.
- Please don't take matters into your own hands by raising issues with other parents or children, especially those directly involved.
- Know that your concerns will be taken seriously, recorded confidentially and investigated by an appropriate adult in school.

Signed

Parent's name

St. George's Staff List 2025-2026

Teaching Staff

**Mrs S Craig – Executive Headteacher
KS1 Coordinator & SENCO**

Mrs F Hall – Head of School

Miss L. Dawson – EYFS Teacher

Mrs V. Calvert / Mrs C. Tiffany – KS1 Teacher Year 1/2

Mrs F. Hall – KS2 Teacher Year 3/4

Mrs J. Redfearn – KS2 Teacher Year 5/6

Support Staff

Mrs A. Stanton

Mrs J. Shuker

Mrs H. Swindells

Mrs E. Percival

Mrs J. Pelham

Miss L. Andrew

Mrs L. Branch

Miss S. Martland

Admin

Mrs S. Webster- School Business Manager

Mrs A. Morley– School Business Officer

Site Supervisor

Mr M. Stanton

Midday Supervisors

Mrs M. Bradbury

Mrs M. Broadhurst

Miss S. Martland

Cleaners

Mrs G. Mycock

Mrs M. Bradbury

Catering Staff (DCC)

Mrs L Jenkins – Cook in Charge

St George's School Uniform

Girls - Sweatshirt or Cardigan – plain navy or navy with school badge (No adverts). Navy or grey skirt / pinafore / trousers / leggings. White blouse / T-shirt / polo shirt, or with school badge. Blue/white or red/white gingham dress. White / Navy socks / Navy tights. Black Shoes (until children can tie their own shoelaces -it is advisable for them to wear shoes with Velcro fasteners). No trainers. And a Sun Cap on sunny days.

Boys - Sweatshirt or Cardigan – plain navy or navy with school badge (No adverts). Plain navy or grey trousers/shorts. Plain white T shirt/polo shirt/shirt., or with school badge. Black Shoes. No trainers. Sun Cap.

You can purchase these items at
Headmasters on Union Road in New Mills
(01663) 749526 info@headmasters-schoolwear.co.uk

P.E. Kit – (From Year 1 upwards – this is not needed in EYFS)

St. George's has a separate P.E. kit which consists of navy shorts and red t-shirt (with or without school badge). All children require a PE kit in school every day.

We have a supplier of uniform which is Headmasters which is on Union Road in New Mills.

Please make sure all items of clothing including P. E. kit etc are clearly named.

Jewellery

No jewellery is allowed to be worn in school. For pierced ears, only studs are permitted and a disclaimer must be completed by parents (Form available from the school office), but these must be removed or taped over for all sporting activities. Watches are allowed to be worn but must be removed during sporting activities. If you would like your child to wear pierced earrings, please sign the declaration below and hand it into the office.

-
- I/we wish that my child should keep their pierced earrings in during P.E./Dance/Drama and in no way do I/we hold the school responsible for my child's ear(s) becoming damaged.
 - Childs Name _____
 - Parents signature _____ Date _____
-

Children are welcome to come to school on bikes or scooters, which should be parked in the shelter at the back of the school and all children should wear a helmet for their safety.

Breakfast Club & After School Club

Breakfast Club is £2.50 per session and needs to be paid in advance or on the day via Parent Pay. Children in receipt of *Free School Meals do not have to pay for Breakfast Club.

**Please note this applies to families who have applied for and been granted Free School Meals, not all Key Stage 1 families in receipt of Universal Free School Meals, which came into effect September 2014.*

There is no need to book - just turn up to Breakfast Club, but breakfast is served from around 8.10am to 8.30am, so make sure you arrive in time!

It is on every morning from 8.00am — 8:50am

After School Club is on every day after school until 5.15pm. It is £4.50 an hour and you can either book an hour or 2hour slot. If you your child stays 30 minutes or an hour and a half you will be charged the full hour. After School club needs to be booked in advance via Mrs Morley in the office as we can only allow 8 children due to staffing levels at present. After School club provides the children with a snack and drink and the children play games and engage in activities. If your child would like to attend any of these sessions, then we have a separate form to fill in with their details on. Both Breakfast Club and After School Club can be paid via Arbor on a daily / weekly basis.

School Meals

Hot and cold school meals, with a vegetarian option, are available. The cost is £16.25 per week or £3.25 per day. Dinners must be paid for in advance on Arbor. Our latest menu will be on our website for you to look at with your child. Please could we ask that children do not swap and change on a daily basis between sandwiches and school dinners, as this causes food wastage. Please try and stick to either sandwiches or dinners on a termly basis, thank you.

Free School Meals

All children in Reception, Years 1 and 2 can have government free school meals. If you have children in Y3, 4, 5 and 6 and you feel your child should be eligible for free school meals, please contact Student Finance Office (FSM) CAYA, DCC, County Hall, Matlock DE4 3AG – tel no. 01629 585481 / 585475 or go on line on Derbyshire County Council's website www.derbyshire.gov.uk and click on 'Apply for free school meals' on the home page. Please also advise the office if you have applied for this online. The school office also have forms if necessary.

Dinner Money

If your child is absent at the beginning of the morning but will be returning before lunch, please ensure that school is notified by 8.30am if they need a lunch so we order the correct amount for the children in school. We cannot refund parents if an ordered meal is missed through illness. Please pay for your child's dinners through Arbor. School lunches are £3.25 a day.

Packed Lunch

If your child brings a packed lunch into school, it must be in an unbreakable container, clearly labelled with your child's name and class. No glass containers please. Healthy food is essential, as we are a healthy school.

Fruit and Drinks

All children in the Early Years Foundation Stage and Key Stage 1 are offered a free piece of fruit at morning break. Key Stage 2 children are able to bring a piece of fruit, cereal bar or raw vegetables to eat at playtime. Milk is available free of charge to pupils aged under 5 years and water is always available in school.

The School Day

Children should not arrive more than 10 minutes before the start of the school day unless they are attending breakfast club.

8.40 am – Members of staff will be on duty in the top playground

8.50 am – Children will line up in their year groups on the playground with their teachers and are then welcomed into school via their usual classroom door by their teacher.

Please note that Parents and carers are not permitted to accompany children into school

In case of heavy rain or extreme weather conditions the children will be allowed to come inside school earlier

8.45 am – School Begins

Class registration takes place

Registers close at 9.05 and a child will be classed as late after this time.

10.15 – 10.30 – Morning Break – KS1 & KS2

12.00 – 13.00 – Lunch Break

14.15 – 14.30 – Afternoon Break – KS1 & KS2

15.10 – EYFS Finish school.

15.15 - KS1 & KS2 finish school

Absence

The school gate is opened at 8.30 a.m. and a member of staff is present from 8.45 – the school day starts promptly at 8.55 a.m. Parents must bring their children to the school office entrance after 8:55 am if they are late so that they can be marked in the register. Late marks are recorded and persistent lateness and/or absence is reported to the headteacher & Education Welfare Officer.

To ensure children's safety and help us meet Government guidelines, we request that parents contact us, whenever possible, by 9.15 a.m. to inform us of their children's absence. In cases where parents have been unable to do so, we endeavour to contact parents ourselves. In this way we can all have the greatest possible confidence that children are either safely at school or safely with their parents.

Failing any other contact please send a letter on the child's return indicating the reason for absence. If your child needs to be taken out of school for any reason during the school day, please notify the school office in advance and notify Mrs Morley when you will be taking your child out and upon their return.

Our registers are checked and lateness and absences are monitored by the Headteacher and in liaison with the Education Social Welfare Service.

The start of day is vital to your child as it is a time of coming together as a class group, the start of their learning for the day and an important social time. Children who are persistently late will miss a great deal of their education.

(Please see separate Attendance Policy for more detailed information on Absences)

There are new government guidelines issued to schools on holidays taken in term time. Unless in exceptional circumstances, holidays during term time will not be approved and will be counted as 'unauthorised' absence which will stay on your child's record throughout their school career. In such cases, parents will also be issued with penalty notices from Derbyshire Local Authority.

Clubs

We are proud to offer an exciting range of clubs at St George's. These regularly include a range of creative, educational and sporting opportunities. You will be informed of the selection of clubs on offer for your child each term.

We will always seek your permission if any activity takes place after school.

Special Educational Needs

For those children who have been identified as having learning difficulties, our Special Needs Co-ordinator monitors and assesses their progress frequently with the class teacher, parents, and the Educational Psychologist. Other agencies may later be involved, with parental involvement too, if thought necessary. If you think your child may have special educational needs, you should talk to your child's class teacher or the SENCO (this is the person who is responsible for co-ordinating help for children with special educational needs) and to the Headteacher, straight away. Mrs Craig is our SENCO who is also the Executive Head teacher.

Individual Education Plans (I.E.P.s) are also used to support children with additional needs over and above the learning and support that they receive in class. These are written in consultation with parents and meetings are arranged so that parents can be part of this process. I.E.P.s give children & parents individual targets and strategies for learning and development in clear positive steps.

The Governors support the Special Needs Policy and support all efforts to obtain help for the children and use the Code of Practice. If you have a concern that your child may fall into this category, please contact the Headteacher for further discussion. A copy of our S.E.N. Policy is available for all parents to read.

The Authority also provides S.E.N. support teachers in school to work with children with Statements or Education Health Care Plans. More details can be obtained from the SENCO on this. Children with a disability are welcome to St. George's and this will not affect their admission to school. The school has disabled toilets and two wheelchair lifts within the school building. The school has a rolling programme of alterations to improve facilities and access for disabled pupils. The Governors also have an Accessibility Plan in place, which is reviewed and monitored yearly.

Charging Policy

We recognise that the wide range of activities including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities throughout their time at school but If this causes difficulties we hope you will contact Mrs Morley in the office.

Emergency Arrangements

In the event of the school being closed due to an emergency a text message will be sent via The School App and an announcement will be made on the school's website www.stgeorgescofe.co.uk Therefore, please ensure that you keep the school office updated if you change your contact details.

Parental Involvement

At St George's we recognise how important it is for the pupils, parents, staff and governors to work together.

We feel that dialogue between parents and the school is essential to the education and emotional wellbeing of the pupils. We urge parents to inform us of any medical conditions affecting their child(ren) and to let us know of any changes regarding data relating to their child(ren) on an event driven basis.

We maintain regular contact with parents and members of the community through:

- Newsletters (which are delivered by e-mail and on TheSchoolApp)
- Parents Evenings/Meet the Teacher evenings – twice a year to discuss progress
- Individual annual reports to parents
- Concerts and other social events
- PTA Meetings
- Our Web Site (www.st-georgescofe.co.uk)
- Our Texting Service
- Our Email Service

Parents' questionnaires & feedback
Our 'Open door' policy in the Nursery and School

The school also has a hardworking PTA which helps to raise money for the benefit of all children. All parents are welcome to join. Please contact the office if you are available to help our PTA in any way.

At Home

Naturally parental involvement is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with national expectations (see our Home School Learning Policy), but we hope that it remains a time when children and parents can have some fun working together. Please encourage your child to read to you on a regular basis at home and share books together.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that we have up to date contact numbers for parents and other emergency contacts. We need at least 2 emergency contacts per child.

We also use a texting system which enables us to contact you quickly called 'TheSchoolApp'. I have enclosed the information booklet for your information. You will need to sign up for this on the form attached and download the App on your phone or PC in the accompanying booklet.

At St. George's School we believe policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can either call the school office and ask for a copy of a policy, or go on-line at www.st-georgescofe.co.uk and go to our 'Policies' page to read some of our policies etc.

For a school to offer high quality education and care, it needs policies, schemes of work and procedures. These help develop and define a set of consistent rules, regulations, procedures and protocols.

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or Special Educational Needs Policy, before deciding whether to apply for their child to attend the school.

St George's C of E (VA) Primary School

Privacy Notice (How We Use Pupil Information)

Information about pupils in school and early years settings

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

This privacy notice explains how we collect, store and use personal data about pupils.

We, St George's C of E Primary School, are the 'data controller' for the purposes of data protection law.

**Our data protection officer is Jason Hampton (DDAT)
see 'Contact us' below for more information.**

The categories of pupil information that we process include:

- **personal identifiers and contacts (such as name, unique pupil number, contact details and address)**
- **characteristics (such as ethnicity, language, and free school meal eligibility)**
- **safeguarding information (such as court orders and professional involvement)**
- **special educational needs (including the needs and ranking)**
- **medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)**
- **attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)**
- **assessment and attainment**
- **behavioural information (such as exclusions and any relevant alternative provision put in place)**
- **photographs**
- **CCTV images captured around outside of school**
- **trips and activities administration (such as lists of consent, payment and emergency contact details)**

Why we collect and use pupil information:

We collect and use pupil information, for the following purposes:

- a) to support pupil learning**
- b) to monitor and report on pupil attainment progress**
- c) to provide appropriate pastoral care**
- d) to assess the quality of our services**
- e) to keep children safe (food allergies, or emergency contact details)**

- f) to provide data to the NHS (to ensure continuity of health care when pupils move from one school to another or change home address and facilitate the National Child Height & Weight Measurement Programme (NCMP))
- g) to meet the statutory duties placed upon us for DfE data collections

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

- for the purposes of a),b),c) and d) in accordance with the legal basis of Article 6 of GDPR 2018 – Public Task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function.
- for the purposes of e) and f) also in accordance with the legal basis of Article 6 of GDPR 2018 – Vital interest to keep children safe
- for the purposes of g) in accordance with the legal basis of Article 6 of GDPR 2018 – Legal obligation
 - ❖ S537A Education Act 1996
 - ❖ S29(3) Education Act 1996
 - ❖ Education (School Performance Information) (England) Regulations 2007
 - ❖ Reg 5 & 8 School Information (England) regulations
 - ❖ Education (Pupil Registration) (England) Amendment Regulations 2013

In addition, concerning any special category data:

- Conditions a,b,c,d, of GDPR – Article 9

How we collect pupil information

We collect pupil information via registration forms on admission to the school, updates and amendments received from parents and carers during the school year and secure file transfer from previous schools

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <http://www.stgeorges.derbyshire.sch.uk>

Our high level security arrangements include encrypted and password protected systems and secure storage. Our policies are regularly reviewed regarding security.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse and NHS
- RM Integris (the school's electronic database/Management Information system provider)

Why we regularly 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 Department for Education (Dfe) on a statutory basis. This data sharing underpins school funding, educational attainment policy and monitoring.

The Department for Education (Dfe) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (Dfe) either directly or via our local authority (LA) for the purpose of those data collections, under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013.

Information is transferred securely between schools, the Dfe and the LA under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

We share pupils' data with the NHS school nurse to ensure continuity of health care when pupils move from one school to another or change home address and facilitate the National Child Measurement Programme (NCMP). We also share information with other NHS departments where it is appropriate for your child to undertake further learning support/medical need should it be required i.e. speech & language therapy, educational psychologists, paediatric doctors'. Information is transferred either in person or by mail.

We share information regarding the health of your child with adults in school for emergency purposes such as allergies.

We share data with RM Integris as our LA approved Management Information System (MIS) provider in order to fulfil the schools legal and statutory duty in safeguarding your child and to facilitate reporting the required information to the DfE.

Requesting access to your personal data

Under data protection legislation, parents 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 the Data Protection Officer, St George's Primary School, Church Lane, New Mills, High Peak, SK22 4NP or by email at info@st-georgescofe.derbyshire.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
- a right to seek redress, either through the ICO, or through the courts

We take our responsibilities for the collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can raise your concern or complain directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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-the-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

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

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

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

Appendix A: parental agreement for setting to administer medicine

St. George's C E Primary School will not give your child medicine unless you complete and sign this form, and St. George's C E Primary School has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of Academy/setting	St Georges C of E Primary School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the Academy/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Academy/setting staff administering medicine in accordance with the Academy/setting policy. I will inform the Academy/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Name of Academy/setting	St Georges C of E Primary School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix B

**CONSENT FORM:
USE OF EMERGENCY SALBUTAMOL INHALER**

Child showing symptoms of asthma / having asthma attack

- 1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].**
- 2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.**
- 3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.**

Signed:

Date:

.....

.....

Name(print).....

Child's name:

.....

Class:

.....

Parent's address and contact details:

.....
.....
.....
.....
.....

Telephone:

.....

E-mail:

.....

Appendix D : Application of Cream or Ointment

Bodymap

(The bodymap must be completed by the parent/carer before any cream or ointment is applied at school). This must then be discussed with the class teacher. Cream will not be applied in school unless it is prescribed by a doctor.

Name of pupil:.....Date of Birth:

Class:

Name of staff to apply prescribed cream/ointment:

Name of medication:
.....

Reason for, and frequency of application:
.....

