



**Radnor Road
Wallingford
Oxon OX10 0NY
Phone: 01491 836341
Headteacher: Marc Knight**

Wednesday 3rd September 2025

Dear Families

It was a pleasure to welcome the children into school for the first day of the new academic year. You will see me around most mornings and afternoons so I encourage you to approach me if you have any questions or queries.

To begin the school year, we would be grateful if you could take the time to read the following information and complete the necessary reply slips. All future correspondence will be sent by email or text via the My Child At School App (see below for further information).

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under the General Data Protection Regulations 2018. Particularly under Article 6, where the information is collected and used because it is required by academies in order to carry out the task of educating and ensuring the welfare of our pupils.

We also collect and use pupil information in order to help pupils with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them (and their parents and carers) during their time in our school.

We use the pupil data:

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

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Assessment information
- Special educational needs information
- Exclusions/behavioural information

We are committed to delivering education of the highest quality that supports and challenges all pupils to learn and progress in a secure and happy environment.



Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for Primary pupils until they leave our school.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- the local authority
- the Department for Education (DfE)
- NHS
- Examination boards

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>.

Read our full Pupil Privacy Notice and Data Protection Policy on our website: <http://www.fir-tree-juniors.org/policies/>

Contact:

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

- ODST Data Protection Officer
Kate Ford
The Oxford Diocesan Schools Trust
Church House Oxford
Langford Locks
Kidlington
Oxford OX5 1GF
Email: dpo.odst@oxford.anglican.org
Telephone: 01865 208200



GDPR

We occasionally use photos of the children in our school newsletter, website, prospectus or displayed around the school as part of exhibitions of work. Sometimes children's photos might be used in a local newspaper as part of an article about the school. Children at Fir Tree also use photography, video or webcams for educational purposes. If you would prefer for your child's photo to NOT be used in any of these scenarios, please email the school office **this week** so we can ensure this is complied with.

All parents are automatically members of the PTA (Parent Teacher Association) when their child starts with us and we regularly send emails to parents from the PTA regarding events or requests. If you would like to opt out of receiving such emails, please email the school office **this week** so we can ensure this is also complied with.

MY CHILD AT SCHOOL APP (MCAS)

We are pleased to let you know that we are now using the My Child At School (MCAS) app to help streamline communication and make it easier for parents and carers to manage school-related tasks.

MCAS is a secure online platform and mobile app that gives you easy access to key information and services relating to your child's school life. While we are still in the early stages of using the system and continue to learn and develop its use, many core features are already available.

Currently, through MCAS you can:

- Pay for school lunches and other charges
- Book and pay for Breakfast Club sessions
- Book and pay for after school activity clubs
- Give consent for school visits and events
- View your child's attendance information

We are continuing to explore and enable more features over time. In the coming months, we hope to add further functionality, including:

- Booking and paying for After School Club (Fir Tree Fun Time)
- Ordering your child's lunches directly via the app
- Viewing your child's school reports
- Updating contact and personal details

We will shortly be sending further details about how to access the app, once we have created your user accounts.

SCHOOL DINNER AND BREAKFAST CLUB PAYMENTS

You are welcome to pay for your child's school dinner and breakfast in advance or on the day. Due to budget constraints, we are unable to allow debts to build up of five days or more owing. Should this happen, it will trigger a reminder and the need to pay the bill before any further dinners can be ordered.

CELEBRATING BIRTHDAYS AT SCHOOL

We enjoy celebrating birthdays with the children at school and they are welcome to wear non-school uniform on their birthdays or soon afterwards if it falls on a weekend, school holiday or PE day. In keeping with our ethos to promote healthy eating, they are also welcome to bring cakes or fruit to share with their class. Please do not send any cakes containing nuts or seeds due to pupil allergies. Unfortunately, children are not permitted to bring sweets or chocolate in for their celebrations.

E-SAFETY AND SAFEGUARDING

As part of our Computing curriculum, we are pleased to offer children access to the internet. Access to the internet enables children to explore thousands of libraries, databases and information sources. To guard against access to inappropriate material, we use a filtered service. During lesson time teachers will guide pupils towards specific recommended materials. Please read the E-Safety Acceptable User Agreement below with your child, sign and return to the school office **this week**. The E-Safety policy can be found on the school website: <http://www.fir-tree-juniors.org/policies/>.

We are committed to delivering education of the highest quality that supports and challenges all pupils to learn and progress in a secure and happy environment.



E-Safety Acceptable Use Agreement for Children

Code of Conduct

The school has computers, laptops and iPads with access to the internet to support our learning. These rules will help keep us safe and help us be fair to others.

Using the Computers

- I will only access the computer system with the login and password I have been given
- I will not access other people's files
- I will not bring in memory sticks, CDs or DVDs from outside school and try to use them on the school computers without permission from my teacher

Using Mobile Technology

- I will only use the IT equipment when I have been given permission by my teacher
- I will use the IT equipment responsibly and make sure I return it to the designated station after I have used it
- I will only use apps that I have been given permission to use by my teacher
- I will only take photographs or film children or adults with their permission; only using school equipment
- If I bring mobile technology from home I will hand it to my teacher to put in the class cupboard

Using the Internet

- I will ask permission from a teacher before using the internet
- I will report any inappropriate material to my teacher immediately because this will help protect other children and me
- I understand that the school may check my computer files and may monitor the internet sites I visit
- I will not complete and send online forms without permission from my teacher
- I will not give my full name, my home address or telephone number when using the internet

E-SAFETY USER AGREEMENT - PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE

I agree to this code of conduct and I understand that if I break this agreement I could lose the privilege of using the internet for my school work

Child's Name:Signature:Class:

Parent's Name:Signature:Date:

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CODE OF CONDUCT FOR PARENTS AND CARERS

Guidance from the Department for Education (DfE) has instructed schools to have a Code of Conduct for Parents and Carers.

The Code of Conduct has been agreed by our governors. It is available on the school website under the parents section. Copies are available from the school office on request.

To confirm that you have read and agree with the code of conduct, please sign the form below and return to the school office **this week**.

Many thanks for your continued support in helping us to comply with the changes made by the DfE. If you have any queries, please do not hesitate to contact me.

Kind regards

Marc Knight

Code of Conduct

I confirm that I/we have read and agree with the code of conduct for parents for Fir Tree Junior School.

Child's nameClass

SignedPrint name..... Date.....