



**Radnor Road
Wallingford
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Headteacher: Marc Knight**

Tuesday 3rd September 2024

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 School Gateway, our electronic communication and online payment system (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



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 attached E-Safety Acceptable User Agreement, 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/>.

CODE OF CONDUCT

Please see attached letter and return to the school office **this week**.

SCHOOL GATEWAY

Please pay for school lunches, breakfast club and visits via our online payment system, the School Gateway. You can access it at any time, track how much you have paid, what is outstanding (excluding breakfast club balances), give consent for visits etc. and make payments directly to us using your debit or credit card. You can now make paying even easier by setting up a direct bank transfer.

Getting started

From this week, new parents will be able to register for a School Gateway account by visiting www.schoolgateway.com. Simply enter the email address and mobile number that we have on record for you. We will shortly be sending a Data Collection sheet home so you can see which contact details we hold for you and let us know of any corrections.

When you have entered your email address and mobile number, select the Send PIN button and a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway.

Payment requests

When there is money owing to school by you, we will set up a payment request and you will be notified by text or email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the instructions to pay.

Convenient

You can give your consent for visits online, saving you the need to fill out permission slips and write notes into school about trips. When a visit is due you will be sent a text or an email to let you know that you need to log into the school gateway and give your consent, it's as easy as that.

You can see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make.

The system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

Secure

- Your card details are not visible or stored in the School Gateway or school system.
- All card information is processed by Barclaycard.
- You log in using the email address registered with the school and with your PIN number.
- You can download the app on your SMART phone for ease.

If you have any questions about this, please contact Miss Archer in the school office.



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. Unfortunately, children are not permitted to bring sweets or chocolate in for their celebrations.

LOCAL VISITS PERMISSION

I am very excited about the year ahead and the challenge of building on the good work that has already taken place at Fir Tree. We are determined to provide the children with a rich and exciting curriculum so that they all enjoy learning and make progress.

In order to utilise our local area, we would like to be able to take the children out and about around Wallingford. We need your consent to take the children out on these visits. Teachers will complete a full risk assessment prior to any visit to ensure that the children are safe. We will continue to request permission for visits that involve transport. If you have any queries about any of the above information, please contact the school office.

With best wishes

Marc Knight

Local Visits Permission form

Please sign and return to the school office this week

I give permission forin class

to walk to and around Wallingford, accompanied by responsible adults, in order to learn from the local area and community during their time at Fir Tree Junior School.

Signed Date



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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Dear Parents

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

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.

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.....