

Cornerstone Church of England (VA) Primary School

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Mr T Clarke Headteacher



*Building our Community with Love, Forgiveness and Hope
Growing an Exceptional Learning Community*

04 October 2019

Dear Parents,

Please check your child's book-bag today for some important documentation, which we would like to share with you:

Data Collection Sheet

Please carefully check the information on this sheet, sign and return it to the school office at the latest by the end of this month.

If you have given us details in the past or are providing new details for any emergency contacts, please ensure you let them know that you are sharing their information with us.

As we use email and text as our main forms of communication with you, please let us know immediately when either your email address or your mobile phone number changes throughout the year.

Permissions, Allergies & Medical Issues

We will continue to use your completed Permissions, Allergies and Medical Issues form from last year. However, if you would like to review your completed form or would prefer to complete a new one, please contact the school office. You can, of course, amend your permissions and advise us of any changes relating to allergies or medical issues at any time throughout the year.

Home School Agreement

This sets out the commitment we as a school make to you and your child, as well as the expectations we have. Please could you discuss this with your child, and both sign the document. We would suggest for you to keep this at home, so you can refer back to it throughout the year.

Privacy Notice

In line with the new General Data Protection Regulations, we need to tell you how we use the data we collect on your child. Please find attached a copy of our updated Privacy Notice. This can also be viewed on our website.

I hope that you find these important documents useful.

Yours sincerely,

Tim Clarke
Headteacher

"This is a happy school where pupils achieve well in terms of their personal, as well as academic development and are growing up as responsible caring young people." Ofsted 2015

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.hants.gov.uk/educationandlearning/dataprotection>; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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