

# SCHOOL PROSPECTUS



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[www.holmfirthjinschool.net](http://www.holmfirthjinschool.net)

**Headteacher:** Mr Julian Rose

**Assistant Headteacher:** Mr Jon Warrener

**Assistant Headteacher:** Mrs Jane Perrons

**School Business Manager:** Miss Alex Sykes

**Chair of Governors:** Mrs Sarah Smale

## About our School

Holmfirth J I & N School offers primary education for up to 252 children aged 3 to 11 (part-time Nursery to Year 6). The original building dates back to the very early 1900's, and over the years building work has increased the number of classrooms to nine, including a Foundation Stage unit that provides education for Nursery and Reception age children.

The school is located on Cartworth Road, which is in the centre of Holmfirth. Holmfirth is a small town on the outskirts of Huddersfield, West Yorkshire. The school has extensive grounds, which include a large field that is used by all the children for sporting activities, a pond area, meadow and a basketball area. We have recently re-developed our outdoor space and have created an outdoor learning area known as 'Mission Possible'. Fundraising continues to help purchase new play and learning equipment for this exciting project. The children in the Foundation Stage have their own separate play areas - one within the Mission Possible development, and another - which also has an outdoor canopy to allow the outside space to be used throughout the year – whatever the weather. Our Foundation Stage unit classrooms were refurbished in the summer of 2012, and we now have a learning space, which includes a new kitchen area, and new cloakroom and toilet facilities for our youngest children.

At the school we have a library, and reading areas, and we have recently purchased a total of 32 laptop computers and 32 tablets which all the children will use throughout the year. All the classrooms are networked to the Internet and every classroom has an Interactive Whiteboard, which are used by both teachers and children to make learning more exciting and meaningful.

In recent years we have seen the school successfully achieve several awards, which recognise the quality of the all-round provision we have for our children. In October 2014, and each year since, the school was awarded the silver Sainsbury's School Games Mark. The Sainsbury's School Games Mark is a Government led awards scheme launched in 2012 to reward schools for their commitment to the development of competition across their school and into the community. The school has been awarded the Golden Healthy Schools Standard Award, which not only emphasises the need for healthy eating and exercise but also focuses on Personal, Social, Health & Citizenship Education (PSHCE). We have been able to demonstrate the importance we give to children's health in the broadest sense. This is not only in terms of the teaching and learning which helps children understand the importance of nutrition, exercise and a healthy life style. It also takes into account the provisions in the school for meeting children's emotional, physical and social welfare needs. We received great praise from the assessors and we will continue to look at ways of improving on this vital area of our children's lives. We were also successful in achieving the 'Active Award Mark'. This is recognition, in particular, of the sporting and physical exercise opportunities provided to children. In 2017 our Netball Team became the Yorkshire Champions by winning the Yorkshire School Games Hi5 Netball competition.

We offer many additional activities to the children; both in school time and after school, these include Tennis, Art, Football, Dance, Cricket and Multi-Sports. We also have a school choir which is led by two of our teachers and one of our parents, who is also a Governor, and who is an award winning composer, producer and arranger. The school also has a very active Parents Association called FONS (Friends of Nabb School) who organise, in conjunction with school staff, a variety of events, including half termly Disco's, Summer and Christmas Fairs. These events, as well as helping to strengthen the community spirit of the school, also raise valuable funds for the school, and new members are always valued and welcomed.

Our School Vision is a statement of the type of school we wish to see. In some aspects it is a reflection of what we have already achieved; in others it is a statement of how we would like to develop the School. Overall it is the common aim for everything we do from preparing lessons, to working with the children, to recruiting new staff, to improving the facilities.

### **Holmfirth J I & N School is a place where: -**

Everyone feels happy, safe, valued and enjoys themselves and their learning. We aim to develop confident individuals who feel able to embrace new and exciting opportunities and challenges.

We create stimulating learning environments, which encourage and develop adventurous lifelong learners.

We promote self-esteem by recognising and celebrating individual strengths and having high expectations that acknowledge what children and adults are able to achieve.

It is a place where we respect our individuality, our relationships and the ever-changing world in which we live.

### **At Holmfirth J I & N School we value:**

**C**ONFIDENCE  
**L**EARNING  
**E**NJOYMENT  
**A**CHIEVEMENT  
**R**ESPECT



## HOLMFIRTH J I & N SCHOOL - CLEAR VALUES

We aim to develop **confidence** in a range of contexts: confidence to try new things, confidence to take risks, confidence to share feelings and findings, confidence to ask questions and seek answers for clarity, depth and insight, confidence to present a point of view and confidence to make independent choices.

We aim to develop a love and appreciation of **learning**, where challenge is viewed as opportunity to progress. We aim to develop understanding of the learning process, where pupils recognise that they may favour particular styles and situations, and that learning is not always strategic and sequential.

We aim to foster a sense of **enjoyment**. Sometimes, this will be seen during activities; sometimes, this will materialise upon reflection. Sometimes, enjoyment will stem from the nature of the activity; at other times, it may stem from the approach. Enjoyment must be seen as more than fun, but rather the benefit that arises. Therefore, we aim to encourage pupils to consider a range of factors that have impacted upon their quality of experience.

We aim for all pupils to strive for, and recognise **achievement** in a wide variety of subjects, including communication, science and mathematics, the arts, sport, humanities and computing. Achievement also exists within personal contexts, where children have shown the qualities of endurance or determination, or have overcome obstacles. Achievement is both short and long term. We aim to praise, encourage and sustain achievement so that learning continues to flourish.

We aim for all pupils to recognise and understand their own feelings, and to respond to others in a positive way. We aim to promote awareness of different cultures and faiths, and the importance of similarities and differences. We aim to develop appreciation and tolerance, so that **respect** is given to all. Respect for one another should not be passive, but rather active, where pupils reach out to others, individually, as a small group, or collectively as a class or school, to make a difference.

## Safeguarding Children

Holmfirth JIN School is committed to ensuring the welfare and safety of all children in school. All Kirklees schools, including Holmfirth J I & N School, follow the Kirklees Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's safeguarding policy is available on request and can be found on the school's website.

## OfSTED Report

The school was last inspected by Ofsted in May 2017. Their report can be viewed [here](#). A full paper copy of the report is available from the school office.

Ofsted found that Holmfirth J I & N School continues to be a **Good School**. This is a section of what the inspector said about our school.

### This is a good school

- Pupils say that they feel safe and well looked after and parents agree. Pupils talk confidently about what bullying is and its different forms. They say that bullying is rare and that 'befrienders' are available to sort out more minor friendship problems.
- Behaviour is very good and pupils show good attitudes to their learning. The vast majority of parents feel that staff respond well to any concerns they raise and take appropriate action to resolve matters.
- Teachers have had access to a wide range of training and development opportunities to enable them to continually develop the quality of their teaching.
- Governors are new to their roles but have taken action to get to know the school and its processes quickly.
- The curriculum provides countless opportunities to support pupils in being safe. Consequently, they talk confidently about how to stay safe, for example when they are online, crossing the road or in the event of a fire.
- The curriculum is effectively supporting pupils to develop tolerance and respect. Therefore, pupils talk with conviction about how important it is to treat people equally.
- The assessment process has raised teachers' awareness of the expectations at the end of each key stage. This has been beneficial in supporting many pupils, especially the most-able, to exceed the expected standards.
- Outcomes over time and in 2016 have been consistently strong overall.

## **Educational Visits**

Throughout their time at the school the children are offered a wide range of educational visits. When the children are in years 5 and 6 we offer residential visits to Cliffe House in Shepley and Robinwood Activity Centre in Todmorden. We follow Kirklees policy on charging for educational visits and a copy of our Charges & Voluntary Contributions policy is available on the school website or from the school office.

## **Admissions Policy**

The school operates the Kirklees Local Education Authority's Admissions Policy. Full copies of the policy are available from the office. If you have any queries regarding admissions please contact the school or School Admissions, Kirklees Council, telephone: 01484 225008.

The criteria for admission to community/controlled schools are: -

- 1) children in public care (Looked After Children)
- 2) children who live in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission.
- 3) other children who live in the school's priority admission area
- 4) children who live outside the school's PAA who have an older brother or sister attending from the same address at the time of admission
- 5) other children who live outside the school's PAA

Community and controlled schools will admit children with Statements of Special Educational Needs where the school is named in the Statement.

### Notes

- a) Children in priorities 1 above may also be admitted above the Published Admission Number (PAN)
- b) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority up to the PAN to children living nearest the school.
- c) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using seven figure grid references for each address taken from Ordnance Survey ADDRESS-POINT® data. This grid reference relates to a point that falls within the permanent building structure for the address is derived from Ordnance Survey Land-Line data. For smaller, residential properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 0.1 metres.
- d) 'Live' means the child's permanent home at the date when applications close, or if a significant house move is involved, the latest reasonable date prior to the final allocation of places.
- e) For children transferring from First and Middle schools, preference within any of the priorities 2 to 5 above (up to the PAN) will be given to children attending either a first

school in the middle school priority admission area, or a middle school in the high school priority admission area.

- f) A Priority Admission Area means a geographical area determined by Kirklees in consultation with their governing body of the school.

N.B. There is no longer a guaranteed place for any child in any of the priorities at any key stage.

At the end of this prospectus is a table showing the different start dates for Part-time Nursery places and full time Reception places. If you have any queries regarding start dates, please do not hesitate to ask – as they can be confusing!

## **Religious Education**

Our school has no specific religious affiliation. The religious education curriculum forms an important part of our school's spiritual, moral and social teaching. It also promotes education for citizenship. Our school RE curriculum is based on the Kirklees Local Authority's Agreed Syllabus and it meets all the requirements set out in that document. Parents may request that their children be excluded from acts of Collective Worship and Religious Education if their own religious belief or customs were to be infringed. The children involved would be supervised by another member of staff. There is no compulsion to take part in Christian or other religious festivals held at, or organised, by school. The Headteacher and other members of teaching staff lead assemblies. The focus of assemblies varies but they address spiritual, moral and cultural education for all our children. We work with Holmfirth Parish Church and our annual Christmas Concert is held there every year.

## **Curriculum**

We follow the National Curriculum (<https://www.gov.uk/government/collections/national-curriculum>) further details can be found on our website by following this link <https://holmfirthjinschool.net/school-info/class-curriculum-overviews/>.

## **ParentPay**

The school uses an online payment system that enables parents make secure online payments by credit and debit card. You can also pay in cash at local PayPoint stores. When your child is enrolled at school an account will be created for you and any payments to school (for school meals, milk, trips, clubs etc) should be made via ParentPay.

## **School Meals**

Children in Reception class, and Years 1 and 2 are all entitled to Free School Meals. Children in Years 3, 4, 5 and 6 can either bring sandwiches for their lunch (no sweets or chocolates please!) or have school dinners at a cost of £2.20 per day. Payments for school dinners are due in advance and should be paid online through your ParentPay account. You can pay either weekly or at the beginning of a new school term in one lump sum. If your child wishes to change from school meals to sandwiches, or vice versa, the kitchen requires 3 weeks' notice to enable the cook to alter food orders. Some of our children suffer from nut allergies and we would ask other parents to be mindful of this when sending any food into school.

## Correspondence

In an effort to be environmentally friendly the majority of letters are sent home via email. Copies of all the letters sent home are also added to the website and a paper copy is available from the office on request. We have a database of parental email addresses and we request that parents inform the school if there is a change of email address, this can be done by emailing us at [office.holmfirthjin@kirkleeseducation.uk](mailto:office.holmfirthjin@kirkleeseducation.uk), or by calling into the office, and we will make any necessary amendments.

## Absences

If your child is going to be absent from school for any reason please can you ensure that school is informed no later than 9.30am on the first morning of absence whenever possible. Please telephone the school on 01484 687565 and select Option 1 to report a child's absence. If we do not receive notification of absence your child will be marked as an unauthorised absence in the register. If your child has a doctors or dental appointment, please sign your child out in the office. Office staff will collect your child from their classroom for you.

## Term-time Holidays

**From September 2013, a new law was introduced that gives no entitlement to parents to take their child(ren) on holiday in term time.** It makes it clear that Headteachers **may not** grant any holidays or other absences during term time unless there are exceptional circumstances. Headteachers should determine the number of days a child can be away from school if leave in exceptional circumstances is granted. Headteachers would not be expected to class any activity, holiday or event that can be arranged during the annual 13-week holiday time as exceptional. Please call into the office for further details.

## Dress

At Holmfirth J I & N School we do not have a formal uniform but we do ask that children wear sensible, comfortable clothes, suitable for learning. Jewellery is not allowed, apart from simple stud earrings if your child has pierced ears (please note that children in Year 4 have swimming lessons and DfE regulations state that earrings must be removed before children are allowed to enter the pool – please ensure that your child is able to remove their own earrings and try to avoid having their ears pierced in year 4, as they will not be allowed to swim until they are able to remove their own earrings. Long hair, for girls and boys, must be tied back at all times. All children should have a PE kit containing a pair of pumps or trainers, shorts and t-shirt (fleece and tracksuit bottoms in winter if you would prefer).

## Parental Concerns

We have an open house policy and encourage you to come and see the class teacher, in the first instance, if you have concerns about your child, need clarification about something or would like to share an idea or make a suggestion. We want your child to make good progress and be happy in our school.



A copy of the Complaints Policy is available from the Office, or on our school website, along with all other policy documents.

### **School Times**

For children in Reception class through to Year 6, the school day starts at 8.55am and finishes at 3.30pm.

### **2017/2018 School Session Times**

<b>School starts</b>	8.55am
<b>Morning Break</b>	10.40am to 10.55am
<b>Lunchtime</b>	12 noon to 1.15pm – Foundation Stage and Key Stage 1 12.10pm to 1.15pm – Key Stage 2
<b>Afternoon Break</b>	2.30pm to 2.45pm
<b>School Finishes</b>	3.30pm

### **Assemblies**

<b>Monday</b>	2.45pm to 3.15pm	Whole School
<b>Tuesday</b>	2.45pm to 3.30pm	Key Stage 2 singing
<b>Wednesday</b>	In class act of worship	
<b>Thursday</b>	2.00pm to 2.30pm 2.45pm to 3.30pm	EYU/Key Stage 1 singing Celebration Assembly–whole school
<b>Friday</b>	In class act of worship	

### **Nursery Session Times**

<b>6 hour sessions</b>	9am to 3pm	Monday to Friday
<b>3 hour sessions</b>	8.45am to 11.45am 12.30pm to 3.30pm	Monday to Friday Monday to Friday
<b>Lunch</b>	11.45am to 12.30pm	Monday to Friday

## Holmfirth J I & N School – Holidays 2018/2019

Autumn Term	School opens Wednesday 5 September 2018 <b>(this includes 2 staff training days Monday 3 and Tuesday 4 September 2018)</b>
Autumn Half Term	School closes Friday 26 October 2018 School reopens Monday 5 November 2018
Christmas Holiday	<b>School closes Thursday 20 December 2018</b> School reopens Monday 7 January 2019 <b>(this includes 1 staff training day Friday 21 December 2018)</b>
Spring Half Term	School closes Friday 15 February 2019 School reopens Monday 25 February 2019
Easter Holiday	School closes Friday 12 April 2019 School reopens Monday 29 April 2019
May Day Bank Holiday	Monday 6 May 2019 <b>(Bank Holiday – School Closed)</b>
Summer Half Term	School closes Thursday 23 May 2019 School reopens Monday 3 June 2019 <b>(this includes 1 staff training day Friday 24 May 2019)</b>
Summer Holiday	School closes Friday 19 July 2019 <b>(this includes 1 staff training day Monday 22 July 2019)</b>

## Staffing Structure from September 2018 to August 2019

<b>MEMBER OF STAFF</b>	<b>POSITION AND ROLE</b>
Julian Rose	Headteacher
Jon Warrener	Year 6 Teacher/Assistant Headteacher/Senco
Jane Perrons	Year 5 Teacher/Assistant Headteacher
Alex Sykes	School Business Manager/Leadership Team
Sian Tobin	Year 6 Teacher
Emma Turner	Year 5 Teacher
Stacy Worsley	Year 4 Teacher (Staff Governor)
Nicola Stables	Year 3 Teacher
Karen Formby	Year 2 Teacher
Liz McLoughlin	Year 2 Teacher
Joan Clayton	Year 1 Teacher
Diane Price	Reception Class Teacher
Emma Robinson	Reception Class Teacher
Kate Pearson	Administration Assistant/ETA
Sharon Brown	Administration Assistant
Amanda Charlesworth	Nursery Nurse
Alison Digman	Caretaker/ETA
Donna Holmes	HLTA
Michelle Todd	HLTA
Sharon Traviss	Senior ETA
Haley Dyson Greaves	Senior ETA
Heather Hunt	ETA/ Senior Lunchtime Supervisor
Jeanette Kenworthy	ETA/Lunchtime Supervisor
Mandy Garfitt	ETA
Marietta Hague	ETA
Pam Foster	ETA/Lunchtime Supervisor
Rachel Carr	ETA
Kerry Parkes	Lunchtime Supervisor
Emma Lee	Lunchtime Supervisor
Sian Parr	Lunchtime Supervisor
Caroline Adams	Lunchtime Supervisor
Claire Wake	Cook
Clare Carruthers	Assistant Cook
Susan Owen	Assistant Cook

\*SEN Special Educational Needs

\*SENCo Special Educational Needs Co-ordinator

\*HLTA Higher Level Teaching Assistant

\*ETA Educational Teaching Assistant

# The Governing Body

## Why does the school have a Governing Body?

The school has a Governing Body to ensure that it has the capacity to improve and raise overall standards.

Ofsted considers the governing body to be part of the leadership and management of the school. However, governors do not manage the school, that is the job of the head teacher and management team.

Aligned to its improvement role, the governing body is there to be a critical friend who can provide the right balance between supporting and challenging the performance of both the head teacher and the school.

## How do we do this?

- Confirm the content of the School's Self Evaluation procedures.
- Agree the School Development Plan and monitor its implementation.
- Ensure that the school meets its statutory and professional responsibilities as an employer and a provider of services to children.
- Plan how the school budget is to be used and monitor compliance with the Budget.
- Authorise the policies and strategies required to provide the best available education to children.
- Ensure the children have a safe and supportive environment.
- Review how the school meets its statutory responsibilities to provide for the needs of every individual child.
- Agree the appropriate staff structure for the school and ensure that staff are managed in a way that holds them to account for their performance and develops their potential for the future.
- Confirm that the voice of the children, parents and others with a legitimate interest in the school are heard and taken into account.
- Resolve any serious conflict within the school or between the school and parents.
- Appoint and support the Head Teacher in his/her role as the leader of the school.

## How do we work?

We meet as a full Governing Body at least once every half-term. Extraordinary meetings are arranged if circumstances warrant such action.

- Every year we elect a Chair and Vice-Chair from amongst the existing members of the Governing Body (employees at the School cannot be elected to these positions).
- The Governing Body also has a Clerk who arranges its meetings, circulates the agenda and papers, takes minutes of full meetings of the Governing Body, and circulates information to Governors from the Local Authority.
- Minutes of Governors' meetings are available on request from the Clerk to Governors.

## Committees

In order to delegate and share the responsibilities of the Governing Body more effectively, we have set up the following sub-committees. These also meet once every half-term, with the Headteacher, separately from the full Governing Body meetings:

The main two sub-committees are: 'Health & Safety and Resources' and 'Teaching and Learning'. In addition, we have a Discipline Committee, Complaints Committee and Performance Management Committee that meet only when required.

These Committees are a flexible way of dealing with specific or fairly detailed matters. They offer individual governors wider opportunities to apply their personal expertise. They also make full Governing Body meetings more effective and efficient.

## Types of Governors?

Parent governors are selected by election (or appointment if insufficient people stand for election) and drawn from parents and carers of children at the school. Although elected by parents, parent governors are not obliged to express any views apart from their own. However, it is important that they try and contribute from a parents' perspective.

**Staff governors** are selected by election from teaching and support staff who work at the school.

**Community governors** are appointed by the governing body to represent community interests.

**Authority governors** are appointed by Kirklees Council.

Governors serve for a 4-year term.

For more details about our Governors please follow this link to our website [Governors](#)

All members of the Governing Body are volunteers; they do not receive payment or expenses for being members of the Governing Body.

## Admission start dates for Nursery and School

<b>Date of Birth</b>	<b>Start Nursery (part time)</b>	<b>Start School (full time)</b>
1 Sept 13 – 31 Dec 13	January 2017	September 2018
1 Jan 14 – 31 March 14	April 2017	September 2018
1 Apr 14 – 31 Aug 14	September 2017	September 2018
1 Sept 14 – 31 Dec 14	January 2018	September 2019
1 Jan 15 – 31 March 15	April 2018	September 2019
1 Apr 15 – 31 Aug 15	September 2018	September 2019
1 Sept 15 – 31 Dec 15	January 2019	September 2020
1 Jan 16 – 31 March 16	April 2019	September 2020
1 Apr 16 – 31 Aug 16	September 2019	September 2020
1 Sept 16 – 31 Dec 16	January 2020	September 2021
1 Jan 17 – 31 March 17	April 2020	September 2021
1 Apr 17 – 31 Aug 17	September 2020	September 2021
1 Sept 17 – 31 Dec 17	January 2021	September 2022
1 Jan 18 – 31 March 18	April 2021	September 2022
1 Apr 18 – 31 Aug 18	September 2021	September 2022
1 Sept 18 – 31 Dec 18	January 2022	September 2023
1 Jan 19 – 31 March 19	April 2022	September 2023
1 Apr 19 – 31 Aug 19	September 2022	September 2023

## Nursery sessions – September 2018 to July 2019

Day	Session 1 (3hrs)	Lunchtime (45 mins)	Session 2 (3 hours)
	<b>HALF DAYS</b>		<b>HALF DAYS</b>
Mon	8.45am – 11.45am	11.45am – 12.30pm	12.30pm – 3.30pm
Tue	8.45am – 11.45am	11.45am – 12.30pm	12.30pm – 3.30pm
Wed	8.45am – 11.45am	11.45am – 12.30pm	12.30pm – 3.30pm
Thu	8.45am – 11.45am	11.45am – 12.30pm	12.30pm – 3.30pm
Fri	8.45am – 11.45am	11.45am – 12.30pm	12.30pm – 3.30pm

OR

FULL DAYS	FULL DAYS
Day	Session 3 (6hrs)
Mon	9.00am – 3.00pm
Tue	9.00am – 3.00pm
Wed	9.00am – 3.00pm
Thu	9.00am – 3.00pm
Fri	9.00am – 3.00pm

Each child is currently entitled to a total of **five free 3-hour sessions per week**. We offer sessions between 9am to 3.00pm (which will include a 45-minute break for lunch). This can be split by having 5 morning sessions, 5 afternoon sessions or a combination of sessions (for example Monday & Tuesday 9am to 3pm and Wednesday 8.45am to 11.45am). Or we are able to offer a slightly longer day starting at 8.45am until 11.45am, with a 45-minute break for lunch, then 12.30pm to 3.30pm. Nursery children staying over the lunchtime period must bring a packed lunch with them to school every day.

From September 2017 the Government introduced 30 hours of tax free childcare. You can apply here [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or, if you need help to apply you can call the HMRC Customer Interaction Centre [0300 123 4097](tel:03001234097).

- You can take all or part of their funded place and it can be taken at different types of provision; private day nurseries, pre-schools, playgroups, childminders, out of school clubs, holiday schemes and nursery classes in maintained schools, academies, independent schools and free schools.

If you are not entitled to 30 hours we do offer additional sessions over and above the 5 free 3-hour sessions. These sessions will be charged at £12.75 per session (£4.25 per hour) and any additional lunchtime sessions (to which the children will bring their own packed lunch) will be charged at £2.50 per session. **Due to the way the funding mechanism works you cannot pay for lunchtime sessions out of the free nursery entitlement of 15 hours – you can either opt for a full day 9am-3pm with no charge, or 8.45am-3.30pm with a £2.50 charge for the lunchtime session.**

Please contact us for more information about Nursery provision.

# Privacy Notice for Parents/Carers

Under UK data protection requirements, individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing 'privacy notices' (sometimes called 'fair processing notices') to inform individuals about how their personal data will be processed.

This privacy notice explains how the school collects, stores and uses personal data about students and their families.

## Who processes your information?

Holmfirth J I & N School is the data controller of the personal information provide. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Chris Hammond is the Data Protection Officer (DPO). While the school remains responsible for data protection, the role of the DPO is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK data protection requirements. The DPO can be contacted via the school office on 01484 687565 or [office.holmfirthjin@kirkleeseducation.uk](mailto:office.holmfirthjin@kirkleeseducation.uk)

## Why does the school collect personal data on students?

Holmfirth J I & N School has the legal right to collect and use personal data relating to pupils and their families, and it may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). The school will collect and use personal data in order to meet legal requirements and legitimate interests set out not only in the UK data protection requirements but also:

- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

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

Whilst the provision of the majority of personal data is mandatory, some of it is provided to the school on a voluntary basis. In order to comply with the UK data protection requirements, the school will inform you whether you are required to provide certain information or if you have a choice.

## What data is collected?

The categories of pupil information that the school collects, holds and shares include but are not restricted to the following:

- personal information (such as names of both pupils and their parents or carers and their addresses)



- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as number of absences and absence reasons)
- assessment information (such as national curriculum assessment results)
- relevant medical information
- information relating to special educational needs and disability (SEND)
- behavioural information (such as number of temporary exclusions)
- CCTV footage
- photographs

When collecting data, the school will inform you if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected, how the data will be used and how consent can be withdrawn.

### **The lawful basis on which the school will use personal data**

The school will use a lawful basis to collect and use personal data. Most commonly, the school will use it where it needs to:

- comply with a legal obligation
- perform an official task in the public interest

Less commonly, the school may also process personal data in situations where:

- you have given consent to use it in a certain way
- the school needs to protect the individual's vital interests (or someone else's interests)

Where we process special categories of personal data, such as medical information and ethnicity, the processing is necessary for reasons of substantial public interest. Where this doesn't apply the school will seek consent for specific purposes.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the school's use of your data.

### **Storing personal data**

Personal data relating to pupils at Holmfirth J I & N School and their families is stored in line with the school's Data Protection Policy which can be found on the school website.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, the school will shred or incinerate paper-based records and override electronic files. The school may also use an outside company to safely dispose of electronic records.

### **Why the school may share pupil information?**

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The school is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- conducting research or analysis.
- producing statistics.
- providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

The school also routinely shares pupils' information with:

- pupils' destinations upon leaving the school
- the LA
- the school nurse and National Health Service (NHS)

The school also uses various systems, such as assessment and reporting software, communication systems and curriculum software that may process pupil and family information. As the data controller the school will ensure that processors meet and uphold the required data protection standards. An up-to-date list of these third parties can be found on the school website.

### **Parent and pupil rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if the school does hold information about you or your child, the school will:

- give you a description of it
- tell you why the school is holding and processing it, and how long it will be kept for
- explain where the school got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request please contact our DPO via the school office.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the school office.

### **Other rights regarding personal data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the DPO via the school office.

### **Complaints**

We take any complaints about the collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please raise this with the school in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A

## **Where can you find out more information?**

If you would like to find out more information about how we use and store your personal data, please visit our website [school website address](#) to view our Data Protection Policy.

To find out more about the pupil information the school shares with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We hope this prospectus has been of interest to you and has given you a flavour of our school. More information can be found on our [website](#) and if you would like to make a visit to the school to look around, meet our staff, our pupils and discuss any points we have not covered in the prospectus please telephone the office to make an appointment, we look forward to meeting you.

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**HD9 2RG**

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