

Oak Farm Infant School



Newsletter

Summer Term 2018

Issue 3

25.05.2018



www.oakfarm-inf.hillingdon.sch.uk



office@oakfarm-inf.hillingdon.sch.uk

GDPR REGULATIONS

You may be aware that from today, the rules around data protection are changing. The 'General Data Protection Regulation' (GDPR) will change how we can use your personal data and keep it safe, and will also strengthen your rights over your own data.

The point of this is to make sure sensitive or private information about yourselves and your children stays safe. Whilst it is similar to the current Data Protection Act in many ways, there are a few differences, so we need to make a few changes at the school in order to ensure we remain compliant.

One of these changes is that we have updated our privacy notice. Full details of the privacy notice are supplied at the end of this newsletter and the consent page is being sent out as a paper copy with your child.

As part of our work to comply with the GDPR, we are also re-seeking consent for a number of other aspects. We are sending this out as a paper copy too and would appreciate it if both signed forms are returned to your child's class teacher as soon as possible.

Information about the GDPR will also be appearing shortly on our school website.

FOOF EVENTS

SUMMER FAIR - SATURDAY 16TH JUNE 2018

The summer fair is drawing near. A board will be placed outside the school entrance for any offers of help that you may be able to give before, during or after the event. Thank you in anticipation of your support with this. FOOF would be grateful for donations of prizes for the raffle at the fair.

FATHER'S DAY PRESENTS will be sold in Nursery on **THURSDAY 14TH JUNE 2018**

FATHER'S DAY PRESENTS will be sold in the infants on **FRIDAY 15TH JUNE 2018**

FAMILY DISCO - FRIDAY 6TH JULY 2018 7.00pm - More details to follow.

FAMILY PICNIC - FRIDAY 13TH JULY 2018 2.00PM - This will take place on the school playing field.

SCHOOL UNIFORM

It is lovely as always to see the children dressed so smartly in their school uniform. Now that Summer is here the boys may wear brown shorts and girls may wear yellow checked dresses until the end of the first half of the Autumn Term 2018.

We are in the process of using our current uniform supplier Angels of Rayners Lane to provide an online service for ordering uniform. Parents will be able to order uniform online and collect it from school free of charge or have it delivered for a fee to their home address.

We do not have the facility to store a large amount of uniform and we will only be selling our remaining stock of uniform at the school up until the half-term break. We will send a text out to confirm when the full school uniform is available to order online with Angels. We will also publish Angel's uniform list with prices on the website as soon as it is available. In the meantime if you wish to purchase school uniform you can also visit Angels at 317 Rayners Lane, Pinner HA5 5EH. You can contact Angels on 0208 866 9972.

Please take note that trainers are not part of our school uniform so we request that you ensure your child is wearing the correct footwear, namely black school shoes with NO laces.

MATHS CURRICULUM EVENING MAY 2018

This was a very well attended event. Thank you for your support and for filling out the questionnaires on the day. The feedback we have had from the questionnaires has been overwhelmingly positive.

SPORTS MORNING – 28TH JUNE 2018 – SEND YOUR CHILD TO SCHOOL IN THEIR PE KIT & A DRINK

Our sports morning is planned for Thursday, 28th June 2018 from 9.00am until about 11.00am. The children can either attend school in their T-shirt and shorts and remain in these clothes for the day, or they can come in uniform and change. Please send your child to school with a **drink**—non fizzy, no glass bottles (with their name clearly marked on the container) which they will have half way through the morning. The event takes place on the junior field with the children rotating through various activities. We ask parents to stand **inside the bunting** and follow the children round the activities. FoOF will be selling tea and coffee so **bring some money** if you wish to buy refreshments. Feel free to **bring your own chairs** to sit on.

At the end of the event your child's class teacher will let the children go to you at the bunting so say goodbye. Please do not take them inside the bunting as they will need to help to take the equipment back to class with their teacher.

Unfortunately if it is raining or the ground is too wet the event will be postponed and we will hold it at another time. We will use the text messaging system if we have to cancel the event and will also put it on our website. If the weather is hot please put sun protection on your child before school. If the weather is cold please ensure they have a fleece or jumper to wear.

INSET DAY MONDAY 4TH JUNE 2018 AND SCHOOL ATTENDANCE

We have a half-term break from Monday 28th May to Friday 1st June 2018. this will be followed by a staff inset day when school will be closed for all children. The school will re-open for the second half of the Summer term on Tuesday 5th June 2018.

As always we expect that you make your travel plans during the school holiday breaks and ensure your children are in school during the whole of term-time with exception to illness. Please ensure your child is in their class by 8.50am as lateness causes upset and disruption to the other children who are already in class and to the school routine.

CHANGES - SOCIAL and EMOTIONAL ASPECTS of LEARNING (SEAL)

From 5th June children will be looking at the issue of “Changes” and we aim to equip children with an understanding of different types of change, positive and negative, and common human responses to it. The theme seeks to develop children's ability to understand and manage the feelings associated with change. It aims to develop knowledge, understanding and skills in three key social and emotional aspects of learning: motivation, social skills and managing feelings. This theme links with changes which will occur at the end of term and builds to ensure the children are confident about moving to another class.

Please remember to let us know if there have been any changes at home, for example in your family circumstances. This is useful for the class teacher to know so that we may support your child through what can sometimes be a difficult time.

HILLINGDON LIBRARIES SUMMER READING CHALLENGE

Your child will soon be able to register at your local library for the Summer Reading Challenge. This year's challenge is called **Mischief Makers** and features characters from The Beano to celebrate the 80th anniversary of Britain's most famous comic.

Oak Farm Library will be coming to visit the children on Monday 2nd July to tell them more about this yearly challenge. We hope that all the children take part in the challenge as it will not only boost their reading but could also encourage them to read a different style of book than they might usually choose. Please see the table below for how we compared with other local schools for participation last year. Overall we were 8th in Hillingdon. Let's see if we can make the top three this year!

School	No. of pupils joining the challenge	% pupils joining the challenge	No. of pupils completing the challenge	% of joiners completing the challenge
Hillingdon Primary	356	57%	234	65.7%
Oak Farm Junior	204	57%	123	60.3%
Oak Farm Infant	178	50.4%	105	59%
St. Bernadette's	170	36.5%	76	44.7%
Ryefield	130	26.3%	75	57.7%
Highfield	124	31.9%	59	47.6%

OAK FARM NURSERY & INFANT SCHOOL

DATES SUMMER TERM 2018

MONDAY 28TH MAY–FRIDAY 1 JUNE HALF TERM - SCHOOL CLOSED

JUNE 2018

MONDAY 4TH JUNE	TRAINING DAY–SCHOOL CLOSED
Tuesday 5th	All children back to school
Thursday 7th	SHSSN Sports festival for Year 2 children
Friday 8th	9.00am Year 1 & Year 2 June birthday assembly
Tuesday 12th	9.00am Class 9 assembly
Wednesday 13th	8.50am-9.10am Soft Start for parents & children in each class
Wednesday 13th	9.00am or 7.00pm Welcome meeting for new reception parents
Thursday 14th	9.00am Class 8 assembly
Thursday 14th	FoOF selling Father's Day presents in Nursery
Friday 15th	FoOF selling Father's Day presents in Infants
Saturday 16th	12.00pm-3.00pm FoOF Summer Fair
Wednesday 20th	9.00am Class 7 assembly
Wednesday 27th	9.00am Class 1 assembly
Thursday 28th	9.00am-11.00am Sports morning for Reception and KS1

JULY 2018

Monday 2nd	9.00am Hillingdon Libraries' Summer Reading Challenge Assembly
Wednesday 4th	9.00am Class 2 assembly
Friday 6th	9.00am Year 1 & Year 2 July birthday assembly 7.00pm FoOF Family disco - letter to follow
Wednesday 11th	9.00am Class 3 assembly
Friday 13th	9.00am Year 1 & Year 2 August birthday assembly 2.00pm FoOF Family picnic
Thursday 19th	2.00pm Year 2 Leaver's assembly for parents
Friday 20th	LAST DAY of Summer term, school closes at 2.30pm

Oak Farm Nursery & Infant School May 2018

GDPR Privacy Notice for Parent/Carer

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the **General Data Protection Regulation (GDPR)** comes into effect on 25th May 2018.

Who processes your information?

Oak Farm Nursery & Infant School is the data controller of the personal information you provide to us. 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. **Mrs J Sweeney** acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on **01895 234375** or **head@oakfarm-inf.hillingdon.sch.uk**.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that **Oak Farm Nursery & Infant School** upholds are imposed on the processor.

turnITon is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on **01895 597620 (option 3)** or **dpo@turniton.co.uk**.

Why do we collect and use your information?

Oak Farm Nursery & Infant School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Article 6 and Article 9 of the GDPR

Education Act 1996

Section 3 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 including SEND provision and Safeguarding

To assess the quality of our service

To comply with the law regarding data sharing

To keep children safe (food allergies/emergency contact details)

To meet the statutory duties placed upon us for DfE data collections

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

Personal information – e.g. names, pupil numbers and addresses

Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility

Attendance information – e.g. number of absences and absence reasons

Assessment information – e.g. national curriculum assessment results

Relevant medical information

Information relating to SEND

Behavioural information – e.g. number of temporary exclusions

Safeguarding

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or 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 and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at **Oak Farm Nursery & Infant School** and their families is stored in line with the school's **Data Protection Policy** and **Retention Management Policy**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

End of Key Stage Assessment Data

School Census

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. **Oak Farm Nursery & Infant 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 NDP 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 NDP is maintained.

Oak Farm Nursery & Infant School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

Capita SIMS-pupil database

Pupils' destinations upon leaving the school

The LA: including SEND, Safeguarding, Admissions Team, Performance and Intelligence Team

The NHS: School Nurses

Granary Childcare after school care provider

After School Clubs CP Soccer, Futunity, SHSSN Sports Network, La Jolie Ronde.

The information that we share with these parties includes the following:

Pupil School record electronic/paper copy

EHCP information, Pupil safeguarding referrals, Pupils data starters/leavers, Assessment data, ,

Pupil names, Address, DoB, Gender, Ethnicity for medical checks

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

Be informed about how **Oak Farm Nursery & Infant School** uses your personal data.

Request access to the personal data that **Oak Farm Nursery & Infant School** holds.

Request that your personal data is amended if it is inaccurate or incomplete.

Request that your personal data is erased where there is no compelling reason for its continued processing.

Request that the processing of your data is restricted.

Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way **Oak Farm Nursery & Infant School** and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (<https://oakfarm-inf.hillingdon.sch.uk>) or download our [Data Protection Policy](#).

