

Eaton Primary School

An Evolution Academy Trust School



Welcome

Headteacher - Mr Allan Lowe MA (Oxon), NPQH

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Welcome from the Headteacher, Mr Allan Lowe MA (Oxon), NPQH

A very warm welcome to Eaton Primary School to you and your child.

We know that starting school is a hugely important milestone in the life of every child. So I would like you to know, that even before the first day at school, we will invest all of our time and energy into making the time spent at our school the very best it can possibly be for your child.

This booklet is designed to help you and your child at the start of their time at Eaton Primary School.

I hope you find it answers many of the questions that you may have about starting school.

I look forward to meeting you and your child in September.

Kind regards



Allan Lowe, Headteacher

Our Values

We strive to achieve our aims through promoting and acting on the values of Trust, Openness, Respect and Integrity.

Our Vision

Every child has a safe, happy and inspiring learning journey.

Our Aims

To provide a safe and stimulating learning environment, through robust financial management and adherence to policy and procedure, in which we all continually strive to provide excellence for our children.

To fulfil the potential of every child, through encouragement and challenge, so that they can be adaptable and self-sufficient and are prepared for life ahead.

To achieve high levels of motivation and well-being for our employees, through quality training and personal development.

To foster trust and confidence from our community partners, so that we can both learn from and contribute to our local, national and global neighbour.



1. The first day of school

If your child is starting in Reception in September, you should take them to the Reception playground on the first day of term where you will be met by their teacher.

If your child is joining us during the school year, a member of the office staff will advise you of a starting date and time. Please report to the school office and we will take you and your child to their class.

2. Timings of the school day

The school day runs Monday to Friday 08:50 to 15:15.

The school playground is supervised from 08:40 each morning and we ask that children do not come onto the school grounds prior to this.

In Reception, morning break is flexible dependent upon the activity. Lunch is from 12:00 – 13:15
In years 1-6, morning break is from 10:15 - 10:30 and lunch is 12:15 -13:15

Parents are invited to come into their child's classroom each `Welcome Wednesday` from 08:50 – 09:05. This gives parents the chance to speak to their teacher and to see some of their child's work. In Reception class, `Welcome Wednesday` begins after October half term.

House games and activities take place every Friday afternoon. Reception class join in house games in the summer term.

At the end of the school day children are collected from their classroom door, from where staff will dismiss children to their parent. With parent permission, children in Years 5 and 6 can go home by themselves.

If your child is attending an after school club, parents will be informed of where to pick up from.

3. What do I do if I can't collect my child from school?

We can only hand your child to a nominated person if you have given us prior permission. You will need to contact the school office by email or telephone by 11:00 to give permission.

4. What does my child need to bring to school?

- Book bag
- Packed lunch (if a school lunch is not required)
- Water bottle
- PE kit

Please ensure that everything they bring to school has their name clearly marked on it.

5. What items are banned at school?

- Food containing nuts or sesame seeds
- Confectionary
- Trading cards
- Toys
- Electronic game devices
- Computers or tablet devices
- Smart watches
- Mobile phones without permission
- Money without permission

6. Uniform

Eaton branded uniform is supplied by:
www.myclothing.com and Stevensons

Upper wear

- Burgundy sweatshirt or cardigan
- White or burgundy collared top (polo top, shirt or blouse, long or short sleeve).
- Sun hat
- Stud earrings are permitted
- Long hair tied back

Lower wear

- Charcoal grey trousers, shorts, pinafores and skirts
- Red gingham summer dress
- Black shoes - no open toe shoes
- Grey tights
- Grey or white socks

PE

- Black shorts
- White t-shirt
- Trainers
- One piece swimming costume for girls (Year 3 & 4)
- Swimming trunks for the boys (Year 3 & 4)
- Swimming hat (Year 3 & 4)
- Black or grey tracksuit bottoms and top

7. How will I be told about my child's academic progress?

Parent & Teacher consultations are held during the autumn and spring terms where you will have the opportunity to discuss your child's progress with their teacher.

Booking is made via parents evening booking system; a link can be found on our school website homepage. An annual report will be provided at the end of each academic year.

8. How do we keep you informed?

Our primary source of communication with you is directly by email and text. Please ensure that you keep us updated of any change of contact details. This information is also used as part of your login for our online booking services.

Our school website www.eaton.norfolk.sch.uk is regularly updated and is an additional source of information on all aspects of school life, including copies of letters sent home, homework etc.

We have a notice board inside the school entrance which displays information such as menus, copies of the latest newsletter and club information. You can also find copies of useful forms and letters here.

9. What to do if your child is unwell?

Please ring the school by 08:30 each day of absence and leave a message on the pupil absence line 01603 502454, option 1.

In the event that your child is unwell or sick we follow the procedure below:

- The school is not permitted to admit children whilst they are infectious.
- Should your child develop symptoms of illness whilst at school, you will be contacted and asked to collect your child as soon as possible.
- Only prescribed medicine can be given to your child with your written permission. Permission forms are available from the office and also our website.
- Children must be clear of sickness or diarrhoea for 48 hours before they return to school.

10. If my child is injured at school how will I be told?

If your child is injured you will be told via an accident slip in your child's book bag, or we may telephone you. Please ensure we hold up-to-date contact details for you. If your child bumps their head, we will also send you a text message.

11. School Lunch Arrangements

School lunches must be chosen in advance on the School Money system; even if your child is entitled to a free lunch. You will be sent a password for this via text and it can be accessed via the School Website homepage.

Infant children – Reception, Year 1 and 2- are entitled to a daily universal hot free school meal provided by the school.

Infant children are provided with a free piece of fruit each day at morning break.

All children under 5 are provided with free milk. Once your child reaches 5 years, you may choose to continue this provision by direct payment here: www.coolmilk.com

Junior children – Year 3 to 6 - can order school lunches online payable in advance at £2.20 per day.

You can apply for income based free school meals here: www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk

If your child brings a packed lunch to school please do not send food containing nuts and sesame seeds as we have children with allergies.

12. Eaton Primary Parent Teacher Association

The PTA works closely with the school to raise funds for exciting school projects; most recently the pirate ship on the junior playground and castle on the Infant Playground and new staging for school performances.

Eaton Primary PTA committee is made up of parent representatives elected annually, and one teacher representative. We also have a class representative for each year group.

New members are always welcome. If you would like to support us and join our friendly group, please email here: eatonpta@gmail.com

We hold regular events across the year

- Summer Fete
- Santa's workshop
- Bake sales
- School disco
- 2nd hand uniform sales
- Ice cream sales
- Non-uniform days

13. Attendance at school and legal intervention

The law requires all parents to ensure that their child attends school regularly.

The government is clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

Under Norfolk County Council policy, a pupil who has an attendance of 85% or less with at least 15% unauthorised absence over a 6-week period or 10 consecutive sessions unauthorised absence will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

A pupil at Eaton Primary who meets this criteria, will be referred to the Local Authority for action to be considered. If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days, if unpaid a further invoice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days. Failure to pay the total amount within the timescale will result in legal action being taken.

14. Operation Encompass

Eaton Primary School participates in Operation Encompass which is a police and education early intervention safeguarding partnership which supports children and young people who may have been exposed to domestic abuse. It is a system which provides an early notification to key adults within a school when a pupil may have been affected by domestic abuse. In response to this notification, schools are able to ensure the appropriate support is available for that child.

The school's designated safeguarding lead/s will receive a confidential phone call from the Operation Encompass team on the morning after any domestic incident where one of our pupils have been involved in, present or witness to domestic violence.

The nominated Operation Encompass leads are: Kate Estlea (Deputy Head), Louise Goodson (Assistant Head) and Gemma Leggett (Pastoral Support Assistant).

They have received training from Norfolk County Council to allow them to use the information that has been shared, in confidence to make sure that the right support is available for children and their families, who have been involved in or witnessed a domestic violence incident.

We are keen to offer the best support possible to our pupils and we believe this is going to be extremely beneficial for all those involved.

If you have any concerns or questions, then please contact a nominated lead or the Headteacher and we will be happy to discuss this further. Further information about the project can be found on our school's website and is available from the school office on request.

15. Who to ask for help

Headteacher	Allan Lowe	head@eaton.norfolk.sch.uk
Chair of Governors	Mark Merrywest	chairofgov@eaton.norfolk.sch.uk
Link Trustee	Drew Whitehead	whitehead@evolutionacademytrust.co.uk
Deputy Head	Kate Estlea	deputy@eaton.norfolk.sch.uk
Assistant Head Inclusion	Louise Goodson	senco@eaton.norfolk.sch.uk
Pastoral Support Assistant	Gemma Leggett	g.leggett@eaton.norfolk.sch.uk
Learning Mentor	Louise Willimot	l.willimot@eaton.norfolk.sch.uk
Office Manager	Emma Pettit	e.pettit@eaton.norfolk.sch.uk
Office	School secretaries	office@eaton.norfolk.sch.uk
Early Years Leader	Jo Watson	j.watson@eaton.norfolk.sch.uk

16. Privacy Notice for: Eaton Primary School Pupils and Their Families

Schools are 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 25 May 2018; however, schools will be required to revise their Privacy Notices to include further information on processing individuals' personal data. In order to be compliant with the GDPR we are using this Privacy Notice to communicate how we process personal data relating to pupils and their families.

1. Who processes your information?

Eaton Primary 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. Kate Estlea acts as a representative for the school with regard to its data controller responsibilities; she can be contacted here: office@eaton.norfolk.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 Eaton Primary School upholds are imposed on the processor.

SchoolPro TLC Limited is the Data Protection Officer for Evolution Academy Trust. 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 here: GDPR@schoolpro.uk

2. Why do we collect and use your information?

Eaton Primary 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 in the public interest as 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
- 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

3. 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

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.

Each school has its own specific **Photographic Consent Form**. This form lists the name of the photographers and the purposes for which photographs may be used in your child's school.

4. Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

5. How long is your data stored for?

Personal data relating to pupils at Eaton Primary School and their families is stored in line with the school's GDPR Data Protection 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.

6. Will my information be shared?

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. Eaton Primary 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.

Eaton Primary 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:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE
- Evolution Academy Trust

7. 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 Eaton Primary School uses your personal data.
- Request access to the personal data that Eaton Primary 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 Eaton Primary 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.

Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.