**St Nicholas C of E (VA) Primary School and Nursery**





**Six Hills Way, Stevenage, SG2 0PZ**

**Tel: 01438 352706, Email:** admin@stnicholas120.herts.sch.uk  **Website:** [www.stnicholas120.herts.sch.uk](http://www.stnicholas120.herts.sch.uk)

**Headteacher: Mrs Lorraine Collins BA (hons), MA**

Dear Parents/Carers,

We welcome you to our school community and look forward to a strong partnership with you and your family.

Please find enclosed an information pack. Some of the pages are for your reference and should be kept for future information. **We need the completed and signed forms back before your child can start with us.**

The pack contains;

* Data collection sheets – Please complete fully and provide full contact details as requested, and in particular any medical information including any allergies or dietary needs.

We ask for this information so that we can care for your child appropriately and ensure any medical or dietary needs are met.

* Ethnic Background form – Please tick the box to indicate the ethnic background of your child.

We also need to collect your child’s nationality as on their passport and their country of birth.

We use this information to ensure we are treating all our ethnic groups equally.

* First Language form – Please indicate on the form if your child has been exposed to any language other than English. We use this information to identify those children who may need additional help with their language or who have been exposed to another language other than English.
* Image Consent form and consent for pupils participating in short local visits – please tick appropriate box, sign and return. We use this information to ensure that no child has their image used against parental wishes.
* Home School Agreement – please read, sign and return
* Key Information for Parents - Please keep for reference
* School Uniform Guidance - Please keep for reference
* Privacy Notice - Please keep for reference
* Code of Conduct for cycling and scooting to school – Please keep for reference
* Digital and Online Safety Rules Agreement - Please keep for reference
* Digital and Online Safety Agreement and e safety Rules – Please keep for reference

Please do not hesitate to contact the school office if you would like some help completing the forms.

Yours sincerely

Mrs Collins

Headteacher

**Learning, Loving, Living in God’s Family**

*“But I am like an olive tree flourishing in the house of God; I trust in God’s unfailing love forever and ever.” Psalm 52:8*

**St Nicholas School - DATA COLLECTION SHEET**

# Please complete all the following information. The below information will be held by the school during the period your child attends.

|  |  |  |
| --- | --- | --- |
| **Child’s Legal Surname** | **Preferred Surname** |  |
| **Child’s Legal Forename** | **Preferred Forename** |  |
| **Middle Names** |  |  |
| **Date of Birth** | **Year Group** |  |
| **Gender:** |  Male Female |
| **Home Address** |  |
| **Name of Siblings at St Nicholas** |  |
| **Young Carer**Is your child a Young Carer? A Young Carer is a person under the age of 18 who provides care and support for another person at home (not contract or voluntary work).If **yes,** please provide more details |  Yes No |
| **Has your child been adopted?** |  Yes No |
| **Children Looked After**If your child is looked after, or was previously looked after and is now adopted, or with a child arrangements of special guardianship order?If **yes,** please provide more details |  Yes No |
| **SEN** Does your child have an Education Health and Care Plan (EHCP) If **yes,** please provide more details |  Yes No |
| **HM Forces** |  Please tick if a parent is serving in a regular HM Forces Military Unit |
| **Family Bereavement**  | Has your child suffered the bereavement of a close family member at any time? If so, please state relationship to your child and year of bereavement: |
| **Religious Dietary Requirements** |  Halal Vegetarian No Beef No Pork Other (Please specify below) |



 **Ethnic Background Record Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil’s Name** |  | **Class/Form** |  |

*Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.* ***Ethnic background is not the same as nationality or country of birth.***

*The DƒE recommends that those with parental responsibility decide the ethnic background for primary pupils. The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.*

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

1. **White (b) Mixed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| British |  |  | White and Black Caribbean |  |
| Irish |  |  | White and Black African |  |
| Traveller from Irish heritage |  |  | White and Asian |  |
| Gypsy/Roma  |  |  | Any other mixed background |  |
| Any other White background |  |  |  |  |
| Italian |  |  |  |  |
| Turkish |  |  |  |  |

**(c) Asian or Asian British (d) Black or Black British**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indian |  |  | Caribbean |  |
| Pakistani |  |  | African |  |
| Bangladeshi |  |  | Any other Black background |  |
| Any other Asian background |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (e) Chinese  |  |  | (f) Any Other Ethnic Group |  |
|  |
| I do not wish an ethnic background to be recorded  |
|  |
| This information was provided by: Parent Pupil  |
|  |
| CHILD’S NATIONALITY (as on their passport) |  |
|  |  |
| RELIGION |  |

**First Language**

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

**🖵** English

**🖵** Afrikaans

**🖵** Akan/Twi-Fante

**🖵** Albanian/Shiqip

**🖵** Amharic

**🖵** Arabic

**🖵** Armenian

* Bengali (Sylheti)
* Bengali (Any other)

**🖵** Bosnian

**🖵** Bulgarian

**🖵** Caribbean Creole English

**🖵** Caribbean Creole French

**🖵** Chaga

**🖵** Chinese (Cantonese)

* Chinese (Hakka)
* Chinese (Mandarin/Putonghua)

**🖵** Chinese (Any other)

* Chichewa/Nyanja

**🖵** Croatian

**🖵** Czech

**🖵** Danish

**🖵** Dutch/Flemish

* Estonian

**🖵** Filipino

**🖵** Finnish

**🖵** French

**🖵** Gaelic/Irish

**🖵** German

**🖵** Greek (Cyprus)

**🖵** Greek (Any other)

* Gujarati

**🖵** Hausa

* Hebrew
* Do not wish First Language to be recorded (Refused)

**🖵** Hindi

**🖵** Hungarian

* Igbo

**🖵** Icelandic

* Italian (Sicilian)

**🖵** Italian (Any other)

**🖵** Japanese

**🖵** Kannada

**🖵** Kashmiri

* Katchi
* Kikuyu/Gikuyu

**🖵** Kinyarwanda

**🖵** Kirundi

**🖵** Konkani

**🖵** Korean

* Kurdish

**🖵** Latvian

**🖵** Lingala

**🖵** Lithuanian

**🖵** Luo(Kenya/Tanzania)

**🖵** Marathi

**🖵** Malayalam

**🖵** Malay/Indonesian

**🖵** Ndebele

**🖵** Nepali

**🖵** Pahsto/Pakhto

**🖵** Pahari(Pakistan)

**🖵** Panjabi (Gurmukhi)

* Panjabi (Mirpuri)
* Panjabi (Any other)
* Dari Persian

**🖵** Persian/Farsi (Any other)

**🖵** Polish

* Portuguese (Brazil)
* Portuguese (Any other)
* Romanian

**🖵** Romany / English Romanes

**🖵** Russian

* Serbian

**🖵** Shona

**🖵** Sindhi

**🖵** Sinhala

* Slovak

**🖵** Slovenian

* Somali

**🖵** Sotho / Sesotho

**🖵** Spanish

**🖵** Sundanese

**🖵** Swahili / Kiswahili

* Swedish

**🖵** Tagalog

**🖵** Tamil

* Telugu

**🖵** Thai

**🖵** Tigrinya

**🖵** Traveller Irish / Shelta

**🖵** Turkish

**🖵** Ukrainian

**🖵** Urdu

* Vietnamese
* Welsh/Cymraeg

**🖵** Wolof

**🖵** Xhosa

**🖵** Yoruba

**🖵** Zulu

Other Language:……………………………………………………………………………………..

Please complete if language is not included in the list above

|  |  |
| --- | --- |
| Pupil Name |  |
| Class/Form |  |
| This information was provided by: Parent Pupil  |

*(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education (DƒE) to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again).*

|  |
| --- |
| **CONTACT DETAILS – Please complete in full** |

**Please give details of all persons who have parental responsibility. (Use additional sheets if necessary)**

|  |
| --- |
| **CONTACT ONE** |
| **Name**  | Mr/ Mrs/ Ms/ Miss/ Dr |  |
| **Address (if different from child)** |  |
| **Mobile** |  |
| **Work Number** |  |
| **Email** |  |
| **Relationship to Pupil** |  |
| **Parental Responsibility** |  Yes, this contact has parental responsibility for this student (is named on their Birth Certificate) No, this contact does not have parental responsibility  |

|  |
| --- |
| **CONTACT TWO** |
| **Name**  | Mr/ Mrs/ Ms/ Miss/ Dr |  |
| **Address (if different from child)** |  |
| **Mobile** |  |
| **Work Number** |  |
| **Email** |  |
| **Relationship to Pupil** |  |
| **Parental Responsibility** |  Yes, this contact has parental responsibility for this student (is named on their Birth Certificate) No, this contact does not have parental responsibility  |

|  |
| --- |
| **EMERGENCY CONTACT DETAILS – Please complete in full** |

**Please give details of at least one other person who may be contacted in the event of an emergency to act on your behalf. It is preferable they are able to get to school if called upon.**

|  |
| --- |
| **CONTACT ONE** |
| **Name**  | Mr/ Mrs/ Ms/ Miss/ Dr |  |
| **Mobile** |  |
| **Work Number** |  |
| **Email** |  |
| **Relationship to Pupil** |  |

|  |
| --- |
| **CONTACT TWO** |
| **Name**  | Mr/ Mrs/ Ms/ Miss/ Dr |  |
| **Mobile** |  |
| **Work Number** |  |
| **Email** |  |
| **Relationship to Pupil** |  |

|  |
| --- |
| **CONTACT THREE** |
| **Name**  | Mr/ Mrs/ Ms/ Miss/ Dr |  |
| **Mobile** |  |
| **Work Number** |  |
| **Email** |  |
| **Relationship to Pupil** |  |

Data Protection: In accordance with General Data Protection Regulation and current Data Protection Act, the school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. For further information, please refer to the Privacy Notice on the school’s website. We need this information so that we may contact you in an emergency. Please let us know if there is any additional information you would like us to have. It is important to notify the office of any changes to this information so that our records can be kept up to date.

|  |
| --- |
| **MEDICAL INFORMATION** |

|  |  |
| --- | --- |
| **Doctors Surgery** |  |
| **Address** |  |
| **Telephone No** |  |
| **Child’s NHS Number** |  |

|  |
| --- |
| **Medical Information – It is important that we know any medical information your child suffers from and the treatment they might need in an emergency. Please answer the following questions. Further information may be requested.** |
| **Does your child have a medical condition?**  Yes No**If yes, please provide details (continue on separate sheet if necessary)** |
| **Does your child need to have regular medication in school? (e.g an asthma inhaler)**  Yes No**If yes, please provide details (continue on a separate sheet if necessary).****If medication is to be given in school, you will need to consent on Medical Tracker at the school office.** |
| **Does your child have a dietary need (eg vegetarian, or require a special diet for health reasons)**  Yes No**If yes, please provide details (continue on separate sheet if necessary)****Please note if your child has any food allergies or needs a special diet then you will need to register at** [Home | HCL Special Menu Application](https://specialmenu.hcl.co.uk/) **in order for Herts Catering to provide your child with school dinners.** |

|  |
| --- |
| **Mode of Travel to and from school** |

|  |
| --- |
| Where a pupil uses more than one mode of travel for each journey to school, the longest element of the journey *by distance* should be recorded. For example, a pupil who travels 5 miles by car and then walks the last mile to school, the pupil’s usual mode of travel should be recorded as Car/Van. Car share covers both informal car share arrangements and formal car share schemes.Please Tick one box only |
| Please tick the appropriate choice. Where a pupil uses more than one mode of travel for each journey to school, the longest element of the journey *by distance* should be recorded. TICK ONE BOX ONLY.  |
|  | Walk |  | Cycle |  | Car or Van |  | Taxi |  | Train |  | Car Share (with a child/children from a different household) |
|  |
|  | Dedicated School Bus |  | Public Service Bus |  | Bus (type not known) |  | Boarder - not applicable |  | Other |
|  |  |  |  |  |
|  |  |

|  |
| --- |
| **Previous School Details** |
| **Name of Previous School/ Preschool Attended:** |  |
| **Address and Contact Details of Previous School:** |  |

|  |
| --- |
| **I confirm that the above details are correct and I will advise the school of any amendments** |
| Signature:………………………………………………………………………………..Date:………………………..Please Print Name…………………………………….………………………………………………………………… |

 **St Nicholas C of E (VA) Primary School and Nursery**





**Image Consent Form**

Dear Parents/ Guardians,

Occasionally, we take photographs of the children at our school. We may use these images in our school publications, in displays and on our website. We may also make video recordings or use a web-cam for school-to-school conferences, monitoring or other educational use.

Photos may also be taken by external companies on school visits/sporting activities and used for their own publicity.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will sometimes appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with GDPR 2018 we need your permission before we can photograph or make any recordings of your child.

**Conditions of use:**

1. These consents are valid for the period of time your child attends this school. Images of your child which have already been used may still be visible on our website/ social media but as far as possible will not be used after this time. Please email the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. ‘science lesson’.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are ‘at risk’ or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.*

**To give your consent, please complete the information overleaf. We will assume consent is NOT granted if the form is not returned and therefore your child will not be selected to appear in any photos or in our newsletters etc.**

**Please tick those that apply:**

I give permission for images/videos of my child to be used by the school and school publications. Examples of such use include:

- on the school website

- in school newsletters

- on the school’s social media

- video and webcam recordings

- in school prospectus or staff manuals

- in promotional literature produced by the school

- in children’s workbooks as evidence of a learning activity

- in school displays

I give permission for images/videos of my child to be used by an external company in printed and/or electronic form and stored in their archives. Examples of such use include:

- news media

- images/footage the media may take themselves if invited to the school to cover an event

- outside trip/activity providers

I give permission for images/videos of my child to be used for **school use only**. Examples of such use

include:

- in children’s workbooks as evidence of a learning activity

- in school displays

**OR**

I do not want my child’s image used in any publicity

|  |
| --- |
| **Parental Consent for Pupils Participating in Short Visits To Local Venues** |

From time to time your child will be given the opportunity to participate in local excursions for routine sporting events, environmental studies, museum, church, library and shop visits etc. and you are asked to give your permission by completing the form below. Your child may be asked to walk to a nearby destination or transport will be arranged. Stringent safety precautions are always followed.

**Pupil’s Name**…………………………………………………………………………..

I agree that my child may take part in any short visits to local venues which may be arranged during his/ her time at the school

**Signed:**…………………………………………………………………………….. **Date:**………………………….

**Please print name:**…………………………………………………………………………

|  |
| --- |
| **Home School Agreement (see attached)** |
| The relationship between the school and its pupils and parents/carers is an important one. Parents have a central role in their children’s learning. By having a positive working relationship we can best support the education of the children so that they can make good progress. A Home-School Agreement is a statement explaining the schools aims and values, the school’s responsibilities towards the pupils, the responsibilities of all of us; St Nicholas School, parents/ carers and the children.Please could you read the home school agreement and help your child to understand and accept their responsibilities and sign the parental declaration to indicate that you understand and accept the contents of the agreement. It would be appreciated if the signed agreement could be returned to school. Thank you. |

### Child’s Name…………………………………………

*Please discuss and sign the statements:*

As a pupil at St. Nicholas I will:

* work hard and behave in school so it doesn’t interfere with learning and other children;
* be polite and caring towards others;
* be kind and gentle and try not to hurt people’s feelings;
* show respect for others
* look after property and won’t waste or damage things whether it belongs to me, another pupil or the school;
* come to school on time and attend regularly;
* read my reading book and complete any homework I am given.
* work hard to live the Values
* follow the e-safety rules

**Pupil’s signature and date:**

……………………………………………………………………

# Stevenage St Nicholas

**Church of England**

**Primary School and Nursery**



**Home School Agreement**

*To be read in conjunction with the digital and online safety rules and agreement*

As staff and governors we will:

* educate your child within a culture of values and beliefs of the Anglican expressions of the Christian faith;
* create a safe, disciplined and caring environment in which your child can develop and gain confidence;
* encourage and motivate your child to enable them to achieve his/her full potential;
* encourage your child to enjoy life, maintain friendships and develop a range of interests;
* value your child as an individual and encourage his/her respect for others;
* challenge and extend your child, regardless of ability;
* set clear aims, targets and learning objectives for your child;
* provide regular opportunities for you to discuss your child’s progress confidentially;
* give opportunities for you to express your views on issues affecting your child in school;
* keep parents informed of school events
* keep records secure in line with GDPR

|  |  |
| --- | --- |
| Headteacher signature: |  |
| Date: |  |

As a parent I will:

* support the school in striving to achieve its objectives and follow its policies;
* value and respect teachers and support staff as individuals and professionals at all times;
* work with the school in assisting my child to achieve his/her full potential and develop self-confidence and respect for others;
* notify the school of any issues or problems of which I am aware which may affect my child’s ability to learn;
* endeavour to attend parent consultation evenings and other discussions regarding my child’s progress;
* ensure my child attends school regularly, on time, properly dressed in accordance with the school’s uniform policy and able to participate;
* encourage my child to take responsibility for homework and provide a supportive environment for him/her to complete any work set;
* encourage my child to take care and responsibility for his/her personal appearance and hygiene;
* discuss this agreement with my child.
* take note and respond to any communication from the school.
* pay bills on time.

|  |  |
| --- | --- |
| Parent signature: |  |
| Date: |  |

**KEY INFORMATION FOR PARENTS PLEASE KEEP**

# Contacting the school

Please feel free to contact the school should you have any queries or concerns. The office is manned from 8.40am until 4.15pm). There may be times during the school day when the office staff are out of the office or dealing with other people. If they are unable to get to the phone then please leave a message and someone will get back to you. After 4.15pm, all calls go to an answerphone line.

Parents are asked to list those adults, who have permission to collect their child from school, on the parent consent tab on Arbor under notices. We will not release a child to an adult unless we have permission to do so.

**Arbor**

The school communicates with parents mainly by email. Please make sure you check your emails regularly so as not to miss out on important news.

We use Arbor as the school’s communication and payment service. We are a cashless school and all payments must be made via Arbor. A link will be sent to you when your child starts with us.

Arbor Parent Portal gives you access to an online payment system that allows you to pay for dinner money and school trips. You can also give permission for trips online, saving you the need to fill out permission slips. We collect consents via Arbor on an annual basis, these can be found under notices, we ask that you keep these up to date as much as possible. Please make any changes to your contact details via Arbor.

Please ensure you have downloaded the parent app for free school communications, quicker payments, consents, club bookings and more.

**School Website –** [**www.stnicholas120.herts.sch.uk**](http://www.stnicholas120.herts.sch.uk)

Please take time to view our school website which is regularly updated with news items, diary dates and school policies.

![MCj04242320000[1]]()

# The School Day

7.40 – 8.45am - Premier Breakfast Club

8.45am - Start time - All children are expected to be in school ready to enter their classes.

8.55am - No more access to school via the playground gate. (All children arriving after 8.55am must come in through the front of the school and be signed in as late)

10.45 – 11am - Break Time (may vary for Nursery and Reception)

12.00 – 1.00pm - Lunch Break for KS2

12.00 – 1.10pm - Lunch Break, FS and KS1

2.45pm - School finishes for Nursery

3.15pm - School finishes for Reception, Year 1 and Year 2

3.20pm - School finishes for Y3 – Y6

3.15 – 5.30pm - Premier After School Club

Please note: An additional 30 minutes at end of school day can be provided for Nursery children for a cost of £3.50 per session payable on Arbor. Please contact the school office to discuss this.

It is very important that your child arrives at school on time and ready to start the day with everything they need. KS1 children must be supervised by an adult and taken to their classroom door.

We regret that it may not be possible to ring home if they have forgotten something.

If your child arrives after the start time they will be marked late and will need to come into school via the office to sign in. If children arrive late without a valid reason the lateness will be marked as unauthorised.

**School Meals**

All Reception and KS1 pupils are entitled to a free school meal under the Government initiative (UFSM).

All families on a low income are encouraged to register their details at [www.hertfordshire.gov.uk/freeschoolmeals](http://www.hertfordshire.gov.uk/freeschoolmeals) as this will trigger additional support for your child.

We offer a Pupil Choice service for school meals. Excellent meals, offering good value, are cooked on the premises by Herts Catering. A three-week rolling menu can be found on our website in order for you to discuss the day’s selection with your children. Children then order their preference each morning during registration. We are committed to a healthy eating policy and plentiful supplies of fresh vegetables, fruits and salads, breads, cakes and biscuits are offered in addition to a variety of hot and cold main course dishes.

Arrangements can be made for children with special dietary needs. A review with Herts Catering is undertaken for children with allergies. Please visit <https://specialmenu.hcl.co.uk/> for further information.

KS2 Parents should pay for dinners via Arbor in advance of meals taken.  Parents may be asked to provide a home packed lunch if dinner money is not paid.

We have a policy of healthy eating in school. Children who bring a packed lunch from home should have a balanced meal. We encourage you to send some fruit or vegetables as part of your child’s packed lunch. Sweets and fizzy drinks are not allowed.

**Snacks**

Children in the Early Years Foundation Stage and Key Stage 1 are provided with a piece of fruit each day under the government’s national Fruit and Vegetable Scheme.

Children will be encouraged to try the ‘fruit of the day’. Snack time offers an opportunity to talk about healthy eating. Please let us know if you do not wish your child to have this snack.

Key Stage 2 children (Years 3 to 6) may bring a healthy snack to eat at break time, such as a piece of fresh fruit, dried fruit, vegetables or a cereal bar (not chocolate).

**School Milk**

We work in partnership with Dairylink for our milk provision. If you would like your child to have milk in school you will need to register with them at [www.dairylink-uk.com](http://www.dairylink-uk.com/).

Children under 5 years old are entitled to free milk each day, however, you will still need to register with Dairylink in order to for them to receive it.

If your child is eligible for **Free School Meals**, there's no need for you to register; the school will automatically place an order on their behalf. However, can you please consent/decline on Arbor to let us know whether you would like your child to receive milk each day.

**Parking**

We regret there is no parking at the front of the school at drop off and pick up times unless a blue badge holder. We are fortunate to have an agreement with Fairlands Valley Park and we are allowed to use their car park just a short 5 minute walk up the road. We would appreciate it if our parents did not park in the residential streets or block the entrance to Fairlands Valley but use the Fairlands Valley car park. Thank you.

**Mobile Phones**

The use of mobile phones on the school premises or grounds is not permitted. We kindly request your cooperation in refraining from using your phones while on school premises. Thank you.

Children should only have mobile phones in school if they walk home alone. These must be handed in to the teacher each morning for safe keeping.

**Premier Education Breakfast and After School Club - for Reception to Year 6 Children**

St Nicholas School work in partnership with a company called Premier Education to provide our wraparound care for Reception aged children upwards.

Breakfast Club runs from 7.40 - 8.55am and our After School Club runs from 3.15 - 5.30pm Monday – Friday.

The cost includes a choice of cereals and toast for breakfast and snacks and fruit for tea.

The children get a range of activities including games, arts and crafts.  There is a quiet corner where they can read a book.

Please visit [www.premier-education.com](http://www.premier-education.com) for further details.

**Late fees and payments**:

Occasionally the school is put in the position where children are left in their care without the school being notified. Teachers and support staff are not paid for this time and the school will charge a late fee for this service as set out in our charging policy.

The school reserves the right to charge a fee for late payment of bills as set out in our charging policy. School dinners should be paid for in advance. Please note that if school dinner money remains unpaid without an arrangement with the office then parents will need to provide packed lunches until the bill is paid in full.

The school reserves the right to waive charges for exceptional circumstances.

# Sickness

Please call the school office to report your child absent each day by 10am.

If a child has been sick or had a tummy upset they should be kept home for **48 hours** from the last bout of sickness. Children should not be sent back too soon as they will infect the whole class. Parents will be asked to take their children home if they bring them back too soon.

If a child feels unwell during the day then the parent or contact will be contacted to take them home.

**Medical Information**

We use a system called Medical Tracker to keep pupils’ medical information up to date and communicate with parents about medication use or injuries which have occurred in school.

We will administer over the counter medicines **if absolutely necessary** but parents must give consent on Medical Tracker via the school office in order for us to do so.

Medicines should only be brought to school if essential; that is where it would be detrimental to a child’s health if the medicine were not administered during the school day. Medicines (including Inhalers and Epipens) should always be provided in the original container with the child’s name on as dispensed by a pharmacist and include the prescriber’s instructions for administration.

![Crest[2]]()

|  |
| --- |
| **St Nicholas School Uniform Guidance** |

St Nicholas has a smart distinctive uniform worn by all the pupils.  Our children are rightfully proud of their school and this shows in the way they display themselves in their uniform.

**Please note, children are to wear their PE kits to school on their PE days with a plain sweatshirt and joggers on top. They do not need to bring their uniform in on those days.**

**St Nicholas School uniform can be purchased from Smarty’s Schoolwear.**

They have a shop in Stevenage Town Centre and parents can also order online at

<https://www.smartyschoolwear.co.uk/primary-schools-c1/st-nicholas-cofe-va-primary-school-and-nursery-c689>

**No supermarket brands or knitted jumpers.**

Please make sure you read all the washing instructions carefully and name all items of uniform.

Trousers, skirts and pinafore dresses are available from Smarty’s and are in most chain stores.

**Nursery:**

All Nursery children (boys and girls) to wear:

* maroon jogging bottoms
* plain white polo shirt
* School maroon jumper or cardigan (all jumpers and cardigans with St Nicholas logo compulsory)
* grey or white socks

In summer (Up to October half term) children can choose to wear grey shorts (elasticated waist preferred) instead of jogging bottoms or can wear pastel blue and white check school summer dresses. No PE kit is required in nursery until the summer term.

**Footwear: (Nursery and Reception)**

* Plain Black Velcro footwear (no laces please)
* Trainers for PE for Reception
* Nursery and Reception children should have a pair of wellington boots for use in outdoor play, which are kept at school

**Reception, Y1 & Y2 :**

* Smart grey shorts, culottes or trousers or grey skirt or pinafore dress,
* (In Reception children may wear maroon jogging bottoms instead of skirt or trousers)
* School Maroon V-neck cardigan or V-neck jumper, plain white, grey or maroon socks or tights. (All jumpers and cardigans with St Nicholas logo compulsory)
* White polo shirt
* In Summer (Up to October half term): option to wear pastel blue checked dress.

**Years 3 to 6:**

* Smart grey shorts, culottes or trousers or grey skirt or pinafore dress,
* School Maroon V-neck cardigan or V-neck jumper, plain white, grey or maroon socks or tights. (All jumpers and cardigans with St Nicholas logo compulsory)
* White shirt with school tie.
* In Summer (Up to October half term): option to wear pastel blue checked dress.

**PE Kit: Reception to Year 6**

Gold polo shirt, maroon self-striped shorts or maroon skorts and white, marron or grey socks.

Plain coloured jogging bottoms for outdoor PE for when it is cold.

Optional plain sweatshirt.

**Footwear: Year 1 to Year 6**

All children must have:

* Plain black school footwear
* will also need to bring a pair of trainers for use in outdoor PE
* wellies are advisable when wet

**Fleeces and Coats**

School fleeces are optional and can be worn for extra warmth but not instead of a school jumper.

Children should always have a coat with them as the weather can be so changeable.

**It is essential that all items of uniform and other clothing are clearly labelled**

***Any items of clothing handed in to lost property with no name will be donated to nearly new or charity***.

A nearly-new sale is operated by arrangement where donated school uniform garments are available at a fraction of the normal cost.

**Jewellery and hair**

Jewellery must not be worn in school. No earrings should be worn other than plain studs which can be removed by the child. Watches may be worn but should be removed as required in line with the PE policy. No valuable or Smart Watches should be worn unless they are disabled.

Hair should be kept clean and of a natural colour. Long hair must be tied back.  Any hair accessories should be discreet, plain coloured in maroon, black or white - blue and white in summer (to match the summer dresses).

**Notification**

Parents will be notified in writing if the uniform rules are being ignored and support will be offered for those families who require it.

 **St Nicholas C of E (VA) Primary School and Nursery**





**Six Hills Way, Stevenage, SG2 0PZ**

## St Nicholas School PUPIL PRIVACY NOTICE

## General Data Protection Regulations 2018

**This policy will be reviewed in full by the Governing Body every three years**. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**The policy was last reviewed and approved by Governing Body on 20th Feb 2023**

**Review Date Feb 2026**

We, St Nicholas School, are a data controller for the purposes of the General Data Protection Regulations (GDPR).

The purpose of this document is to conform with your legal right to be informed about how the school collects, stores, uses or shares any information we hold about you or your child. For the purpose of this document, ‘pupil information’ includes any relevant details about parents, carers or persons responsible for the child.

**Why do we collect and use pupil information?**

Under Article 6 of the General Data Protection Regulation (GDPR), we collect and use information because we are legally required to collect some information about pupils and staff and we need to process this information due to our **legal obligation** (6,c) to provide an education to our pupils. This includes sharing information with exam boards, other schools and the Department of Education (DfE) where necessary. Our operation necessitates the use of **contracts** (6,b) including home-school contracts and contracts with staff and suppliers. In addition, due to our safeguarding responsibilities, we also collect information for the reason of **vital interest** (6,d) where the processing is necessary to protect someone’s life. CCTV footage is recorded and a separate CCTV policy exists. Occasionally we collect data as a requirement for a **public task** (6,e), which could include collecting evidence of our duty to educate children, in the form of a learning or communication platform, or the capture of images/video/sound at school events, such as sports day and concerts/productions.

Under Article 6 and Article 9 of GDPR, where the above lawful bases do not allow us to collect essential personal information, we will use **consent** (6,a).

We may receive information about them from their previous school, the Department for Education (DfE) and Hertfordshire County Council. We hold this personal data to:

* support the learning in our school
* monitor and report on pupil progress
* provide appropriate pastoral care
* assess the quality of our services
* keep our pupils and staff safe
* comply with the law regarding data sharing

**The categories of information that we collect, hold and share include:**

Personal details (such as name, Unique Pupil Number and address), national curriculum assessment results, attendance information (such as sessions attended, number of absences and absence reasons), any exclusion information, where they go after they leave us, personal characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility), any special educational needs they may have as well as relevant medical information. Sensitive personal information may also be processed for safeguarding purposes (on the Legal Basis of **Vital Interest**) at any time. Explicit consent would be sought if biometric data was to be collected/used by the school in the future.

**Collecting pupil information**

We collect pupil information by using registration forms, data collection forms (which may be used annually) or file transfer from previous schools.

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 Regulations, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

**Storing data**

An annual sweep of the school network will be used to ensure that data is removed from general access where appropriate. We shred or destroy redundant data onsite.

We may hold data on USB memory sticks if adequately protected, although their use is discouraged.

Photographs, videos and sound media will be captured by the school using school equipment and in line with any consent granted.

Data is backed up to a cloud based solution including Arbor, which is our Management Information System.

We maintain a supplier compliance log to ensure that Data Processors (our suppliers) are compliant and effectively safeguard your data.

The school has robust processes in place to minimise the risk of data breaches. In the unlikely event of a Data Breach, the school has an internal Data Breach Procedure and documentation which would be followed. These documents are overseen by the school’s Data Protection Officer (DPO). In the event of a data breach, we would act as directed, by the General Data Protection Regulations 2018.

**Data Retention**

Data will be retained by the school for the duration of the pupil’s time with us. We cannot agree to delete data during this time. Data is also held on Arbor after they have left the school but is archived in line with current guidance.

We will agree to remove data held on pupils, if requested, after they have left us (provided we are not required to keep it due to ratified policy or law). We will have to send their information to a new school or education establishment if applicable.

We hold pupil data until they reach 25 years of age for pupils with SEN\* (Data will be securely deleted in the academic year of their 25th birthday). Ordinarily, data will be removed from general access two years after they have left the school, where educational records and/or child protection records have been passed to an alternative provision (or to Herts or another county or country). A yearly sweep of school documentation will be carried out to ensure that such data is protected and removed from general access where appropriate.

Some school data will be kept for 6 years – this includes financial accounting information (legal reasons) and Data Breach Logs.

*\* and children without SEN if there is a major incident (for example, a safeguarding or critical/medical incident requiring external agency support). We may be required to keep the entire file until the youngest child involved turns 25 years of age,* *or longer for specific and regulated incidents.*

**Who do we share information with?**

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to.

Where our school is involved in collaborative delivery with other schools and learning providers, pupil information may also be shared to aid the preparation of learning plans and the use of data to achieve the objectives identified above or with schools that the pupil attends after leaving us. We need to share information, on occasion with (but not limited to) Virtual Schools, Education Psychologist, transfer schools, Social Services Assessment Team, Children’s Services, school governors/trustees, local authority support services including the NHS, police and courts as necessary, and other health related assessment teams including disability allowance. We are required, by law, to share some information with the Department for Education (DfE). This information will, in turn, then be made available for the use by the Local Authority. Additionally, the curriculum may require the use of third party web-based learning platforms, if GDPR compliant. We may share information with our Parents’ Association if we have your consent.

**Why we share information**

We are required to share information about our pupils with the (DfE) under regulation 4 and 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Whilst we share information as an ongoing school management requirement, which would include non-standard operational activity such as promoting the school and complaints/legal proceedings as required, we do not share information about our pupils with anyone without your consent unless the law and our policies allow us to do so.

**Safeguarding**

GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Legal and secure information sharing between schools, Children’s Social Care, and other local agencies, is essential for keeping children safe and ensuring they get the support they need. Information can be shared without consent if to gain consent would place a child at risk. Fears about sharing information must not be allowed to stand in the way of promoting the welfare and protecting the safety of children. As with all data sharing, appropriate organisational and technical safeguards should still be in place.

**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>.

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

* our local authority at <http://www.hertsdirect.org/services/edlearn/privsch/> or
* the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

**How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

* underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
* informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
* supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

**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>

**The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

To contact DfE: <https://www.gov.uk/contact-dfe>

**Requesting access to your personal data**

Under data protection legislation, parents, carers have the right to request access to any information that we hold about them. To make a request for your personal information, or be given access to your child’s educational record, contact the appropriate school office or email the Data Protection Officer (see ‘Contact’ below). Please be aware that in certain situation such as, but not restricted to safeguarding, this data may not be disclosed.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purposes of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
* claim compensation for damages caused by a breach of the Data Protection regulations
* withdraw any consent that you have provided\*\*

To find out more about your rights, visit <https://ico.org.uk/your-data-matters/>

\*\*Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**Cookies**

Our website uses Cookies to track visits to our website but we do not use it to identify you or for marketing purposes. You do not have to use our website as the information can be provided to you by the school office at your request.

**Concerns**

We understand that there are penalties for inadequately protecting your data or for non-compliance with the GDPR. If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>, on 0303 123 1113 or via email by visiting <https://ico.org.uk/global/contact-us/email/>

**Contact**If a parent/carer wishes to access personal data held about them or their child, please contact:

* St Nicholas C of E Primary School, Six Hills Way, Stevenage, SG2 0PZ
* dpo@stnicholas120.herts.sch.uk

**Additional Contact Details**

* LA’s Data Protection Office: Information Governance Unit, Room C1, County Hall, Pegs Lane, Hertford, SG13 8DQ, email: dataprotectionhertscc.gov.uk
* QCA’s Data Protection Officer: 83 Piccadilly, London, W1J 8QA
* DfE’s Data Protection Office Caxton House, Tothill St, London, SW1H 9NA
* Ofsted Data Protection Office: Alexandra House, 33 Kingsway, London, WC2B 6SE

 **St Nicholas C of E (VA) Primary School and Nursery**





**St Nicholas School Code of Conduct for Cycling and / or Scooting to School**

If your child cycles or scoots to school or is likely to in the future then please read through our Code of Conduct with your child.

**As parent/ carers we agree that:**

* We will provide a suitable well maintained bike/ scooter
* We will ensure that the bike / scooter **WILL NOT BE** ridden on the school premises
* The child will take care around pedestrian and other pavement users

**We Strongly Recommend that your child:**

* Wears a named cycle helmet
* Provides a suitable bike /scooter lock
* Wears reflective clothing when it gets dark
* Has front and back lights for the bike if used when it is dark

**We understand that:**

* St Nicholas School cannot be held responsible for anything that happens to my child or their bike or scooter should they decide to cycle or scoot to school.
* The school will not check to see if the bike or scooter is properly secured. This is the responsibility of the parent/ carer.
* It is the parent’s responsibility to make sure the bike or scooter is in good condition and that consideration is shown to other pedestrians or cyclists.
* If the school feels that the code of conduct is not followed they have the right to request the child does not scooter or bike to school.



 **St Nicholas C of E (VA) Primary School and Nursery**





**Digital and Online Safety and**

**Acceptable Use Agreement**

**for St Nicholas School**

The internet, email, mobile technologies and online resources have become a central part of learning and life. We want all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems or to get help. There are countless cases in the news and cited in research where children’s mental well-being and physical safety are put in jeopardy through inappropriate use of technology and we want to minimise these risks to our pupils.

Please read through these online safety expectations overleaf with your child and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to agree to uphold these expectations. Any concerns or queries can be discussed with the Headteacher (Mrs Collins), the Deputy Head or the Computing Subject Lead (Mrs Coultart).

**Failure to agree, without further discussion with a member of staff, will result in your child not being able to access school equipment.**

**Parents will need to confirm theirs and their child’s agreement electronically via Arbor from their child’s profile page.**

Please keep this agreement for future reference.

Please call the office if you have trouble accessing this. Thank you

**Digital and Online Safety and**

**Acceptable Use Agreement for St Nicholas School**

**(Please keep for your information)**

**What we expect from pupils:**

* I will only use school IT equipment for activities agreed by school staff.
* I will not use my personal email address or other personal accounts in school when doing school work.
* I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher.
* I will only open email attachments that have been approved by a member of staff in school or a parent/carer out of school.
* In school, I will only open or delete my files when told to by a member of staff.
* I will not tell anyone other than my parents/carers my passwords. I will not use other people’s usernames or passwords to pretend to be them online.
* I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
* If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will turn off the screen/put the screen face down and tell a trusted adult immediately.
* If someone says, asks or posts anything about me that I find upsetting, unpleasant or nasty, or that makes me feel unsafe, I will not reply. I will tell a trusted adult immediately.
* I will not give out my own **or others’** personal information, including: name, phone numbers, home address, interests, passwords, login details, schools or clubs or any personal image. I will let a trusted adult know if I’m asked for personal information online.
* I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a trusted adult immediately.
* Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without a parent/carer’s permission.
* **Even if I have permission,** I will not upload any images, videos, sounds or words that might upset, now or in the future, any member of the school community, as this is how cyberbullying starts.
* I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation and be aware of my ‘digital tattoo’.
* I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission. Devices that can take image or sound recordings and send/receive messages must be handed to my teacher at the beginning of the school day.
* I understand the risks involved in accessing games, apps or social networks that are for older people and will discuss their use with my parents/carers.
* I understand that these rules are designed to keep me safe now and in the future. If I break the rules the school will look into it and may need to take action.

**What we expect from parents/carers:**

* I/we will discuss this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren and I/we will continue to talk to them about the range of apps and games they access.
* I/we agree to support our child/ren in following the terms of this agreement.
* I/we agree to monitor our child/ren’s use of digital technology to ensure that it does not have a negative impact on their physical, mental or social well-being.
* I/we agree only to use personal mobile phones and devices in the designated area of the school (ie the playground but not before 8.55am or after 3.15pm when school pupils are present), unless otherwise informed at specific events and activities. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be kept out of sight. In an emergency, I will step out of the school grounds to take a call and ask staff to keep my child/ren safe.
* I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, without parental permission.
* I/we agree to consider carefully the implications of anything school related that we post online and I/we understand that the school’s good reputation can be undermined by thoughtless comments on social media.

**What you can expect from us:**

* We will teach pupils to use technology safely and effectively within the terms of this agreement.
* We will talk to pupils regularly about their use of digital technology and if we have concerns that it is impacting negatively on their physical, mental or social well-being, we will inform parents/carers.
* We will support parents/carers in upholding this agreement by delivering annual online safety workshops for parents in each Key Stage and by emailing useful information that will help them understand the digital age in which their children are growing up.
* We will ensure a child is kept safe while a parent takes an essential phone call off the school premises.
* We will uphold our Christian values whenever talking to pupils about what they see and what they post online to ensure that they understand the implications of what they are doing and saying.