



# Parent Handbook

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# Welcome to Bournville Primary

Our school values are:



## VALUES



At Bournville School we show:

<b>Excellence</b>	working hard, giving 100%
<b>Tradition</b>	using good manners; showing kindness and respect
<b>Integrity</b>	doing the right thing even if no one is watching
<b>Ambition</b>	being the best we can be
<b>Dedication</b>	never giving up even if it's hard

## How to contact us?

Bournville School  
Hay Green Lane  
Birmingham  
B30 1SH  
Telephone: 0121 475 3881  
Email: [post@bournville.fmat.co.uk](mailto:post@bournville.fmat.co.uk)

Who should you speak to with a query?

Head of Primary	Miss Briner
Deputy Head of Primary	Mr King
Pastoral Support	Mrs Bharj
SENCO	Mr Merrick
Administrator	Miss Mills

'Everyone. Every Lesson. Every Day'

## **Our School Day**

8:35 -8:50	Registration
15:00	School Finishes

### **Attendance**

In order to gain the most benefit from their education, children need to attend school regularly. All children are required by law to attain 95% attendance.

There are, however, occasions when necessary absences occur and we ask for written explanations to account for any absence which the Head of Academy will then authorise. These absences will be mainly due to sickness.

### **Under 5's**

Bournville's Policy is that all children, regardless of age attend school every day unless ill. This applies to all children including those in Reception. Routine is essential for children to flourish and getting children to understand the importance of school as early as possible sets them up for the rest of their academic career. For this reason, when accepting a place at Bournville Primary Provision you are agreeing to your child attending, punctually every day.

### **Holidays**

As you will be aware schools are no longer able to authorise leave of absence (holidays) during term time unless there are exceptional circumstances. These do not include attending weddings or visiting relatives abroad. If you do need to take leave of absence the local authority have issued schools with forms that need to be completed. Please understand that it is the local authority who decides if penalty notices are issued.

### **Punctuality**

It is vital for your child's education that they attend school regularly and on time. Failure to do this can affect their academic and social progress. Children can also feel left out and isolated from their friends.

If children are late they disrupt lessons and miss instructions which could affect them during the rest of that lesson. Please note that lessons start promptly at 8.50 am and that even arriving 5 minutes late on a daily basis means your child will have missed 25 minutes of lessons a week. Over a term this can result in nearly a full day. Children who are persistently late will be referred to the same agencies as persistent absentees.

### **First Day Calls**

Where a child is absent from school and no reason has been given, the school will contact the parent or carer to determine the reason for absence. If you know that your child is ill, or that they are going to be absent from school, please inform the child's teacher or the school office so that we do not have to disturb you.

## **School Uniform**

It is essential that all pupils conform to the uniform policy. These items of clothing have been chosen because they are comfortable, safe and appropriate for the activities undertaken at school.

We are very keen to build on the outdoor learning that takes place within school. This means that there may be times when we ask that you provide wellies and a waterproof/ windproof jacket so that the children can get outdoors as much as possible.

### **Reception to Year 6:**

- Sensible black shoes (no trainers or boots)
- Black tights
- Black or white socks

### **Reception to Year 4:**

- Bournville logo school polo shirt or plain white polo shirt
- Bournville logo sweatshirt or cardigan

### **Years 5 & 6**

- School clip-on tie
- Plain white shirt
- V-neck jumper or cardigan

### **PE kit reception to Year 6:**

- Black/blue shorts
- Plain white t-shirt
- Black pumps
- PE bag

### **PE kit seasonal variations:**

- Plain blue/black jogging bottoms/leggings
- Plain blue/black sports jumper

### **Forest School:**

- Waterproof jacket and trousers
- Wellington boots

### **Jewellery**

For safety reasons children do not wear jewellery at school. Watches and stud earrings are the only jewellery allowed—these need to be removed or taped over for PE.

PE is a vital part of the curriculum, so if your child does not have their PE kit with them on the day of a lesson they will be loaned a school kit. PE kits will come home at the end of every half term to be washed. Please ensure your child's clothing is labelled with their name so they don't get mixed up with others in their class.

We ask all parents who send their children to our school to support the school uniform policy. If you would like to see a copy of this please contact the School Office.

## **Charging and Remissions Policy**

Parents will be invited to make a voluntary contribution towards some activities, and in such cases it will be pointed out that these activities will only go ahead if sufficient voluntary contributions are forthcoming. Children will never be excluded from an activity because their parents are unable to contribute. An additional contribution to cover the cost for these children will not be imposed on those parents who are able and willing to contribute.

## **Medical and Social Care**

Parents MUST inform the school of any medical concerns, particularly allergies, asthma and epilepsy, or if your child is attending hospital for any reasons.

No staff can give medicines of any kind to the children without a medical prescription. School Medical forms will be required to be completed by the parent before we can administer it. Children with asthma must keep an inhaler in school at all times and it must be in its box with a prescriptive sticker on.

With the exception of inhalers and epi-pens, no medicine is kept in the classrooms. However health details are kept in classrooms to ensure all staff, including supply staff, are aware of any issues.

Staff will supervise and provide help if required for children using an inhaler. It is the parent/carer's responsibility to ensure that inhalers are up to date, however we will endeavour to advise parent's when inhaler's need replacing

The class teacher or first aider will inform you if your child has an injury or illness, which in their opinion, you should be aware of.

On admission you will be asked to provide two emergency contact telephone numbers. If, for any reason, either of these numbers change, or your own mobile number changes, please inform the school immediately.

Parents are advised that children should be kept at home for 48 hours after a bout of sickness and/or diarrhoea. During infectious illnesses such as chicken pox, children must be kept at home and parents should then follow medical advice as to when their child can return to school.

## **Headlice**

From time to time, children come into contact with headlice. Please inform the school if this happens so that we can inform other parents in your child's class to be extra vigilant. If your child has live lice we will ask you to administer treatment before returning your child to school. Please note however that children should not be kept off school because of headlice. They should be treated and then come in.

## **Wetting or Soiling**

There are occasions when a child may wet or soil themselves at school. However, whilst there is no compulsion on the school to deal with a problem of this nature, the school will never leave a child in this condition if at all possible. If this occurs we will provide clean clothes for them to change into. However, if your child is unable to change him/her self for any reason we will contact you to come and change your child.

Please ensure the office has your up to date contact details as it is very upsetting for a child to be in soiled clothes and whilst we would never leave a child willingly in this type of condition our policy is that we only change them as a last resort with two volunteer members of staff. If the problem is consistent then a meeting may be required between the Primary Lead and the Parent/carer.

## **Behaviour**

We work on the principle that children's behaviour is central to their learning and education and that mutual respect is essential. It is important that the whole school environment is organised to encourage this type of response and positive approaches to behaviour are carried out wherever possible.

We also believe in involving parents at the earliest opportunity if there are any behaviour problems and working alongside the parents to try to solve these problems.

We are keen to support parents in any aspects of their child's learning and behaviour and welcome any parents in to school to discuss any problems they feel their child may be experiencing.

To further involve the children we have a school council where two children, who have been elected from each class, meet regularly to discuss problems at school and ways of improving school life for everyone.

## **Special Educational Needs**

Our school is an inclusive school with a broad and balanced curriculum which is differentiated to accommodate the needs and abilities of individual children. Systems are in place for the early identification of barriers to learning and participation. All staff members have high expectations of all children and set suitable targets for them.

## **Parent: School Agreement**

We encourage parents to join in school life and if you would like to help in any way, please see the Primary Lead. We also hope that parents will support the school by following the school's homework policy.

Please note that at no time will Bournville School tolerate aggressive behaviour, whether verbal or physical, towards children or members of staff. Should this occur then police will be informed and the offenders may be banned from site.

## **Parent Support**

You may wish to find out more on how you can be involved in our school, as parent volunteer or on the PTFA. Contact the office if you want information about the above.

## **School Dinners**

Our school offers a choice of hot meals which have the recommended nutritional content. Children in Reception are now entitled to Universal Free Meals provided by the school. YOU can still provide your child with a packed lunch if you would prefer but we would suggest you encourage your child to try a school lunch as this will provide them with a varied and balanced diet. If you receive income support, job seekers allowance or child Tax credits you may be entitled to claim free school meals allowing Bournville to receive additional funding.

Children who prefer to bring packed lunches need to bring a named plastic lunch box with a healthy and nutritious lunch inside. We have a Healthy Eating Policy at Bournville School which we ask you to support. Definitely no fizzy drinks or sweets please!

## **Travelling to and From School**

We actively encourage safe walking, safe cycling and safe use of public transport as a way of reducing the amount of cars on the road. This not only ensures that children are active and fit, but is also a way of helping the environment. Unfortunately, we do not have parking facilities for parents bringing and collecting children from school in Hay Green Lane and many of the neighbouring residents do find parking outside their home very difficult. It is for this reason that we would ask parents to use alternative parking if they have to use their car.

## **Security**

Staff will only release children into the custody of adults named on the admission form. If for any reason a child is being collected by a different adult the parent/carer MUST inform staff in good time. Failure to do so will mean that staff will not release the child. Under no circumstances will a child be allowed to leave the premises without supervision.

All visitors into school are required to sign in/out at the primary reception. All doors are fob protected to prevent entrance by anyone other than members of staff.

All play equipment is regularly inspected for damage. Trips

During outings/trips our prime concern is the safety of the children. In order to ensure this the following takes place:

- Risk assessments are undertaken for every trip
- Parents are informed of every trip
- The correct adult to child ratios are adhered to.

**Staff will ensure that all trips are carefully planned for by:**

- Providing labels for children to wear
- Providing First Aid kits
- Ensuring inhalers are provided as appropriate
- Taking mobile phones to enable contact between school and each other when necessary

Please ensure that your child has any medication that they may be taking with them on the trip and that the necessary medicine consent forms have been completed.

## **Equality of Opportunities**

Staff follow our whole school Equal Opportunities/Inclusion Policies.

The SEN code of practice is used throughout school. We have an experienced SENCO and we work closely with a range of outside agencies to provide support for our children and families. Our school has an allocated Educational Psychologist.

## **Smoking**

The school site have a complete No Smoking ban for all staff and parents.

## **Safeguarding**

All personnel who work in direct contact with children have an enhanced Criminal Records Check now known as a Disclosure and Barring Service (DBS). Any parent volunteers helping within the setting are also subject to a DBS. Students who work within school are required to be CRB/DBS checked. All these records are kept within school.

## **Use of Mobile Phones**

Mobile phones are not allowed in the Primary School for any purpose to safeguard our pupils whilst at school. During events, no photos or videos can be taken. Where possible, staff will allow you to take photos of your child at the end of an event however, no other children are permitted to be in this photograph.



## Parent / Carer Privacy Notice

### 1. Policy Statement

We are Fairfax Multi-Academy Trust, which your Academy is part of. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the Trust. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### 2. What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend a Trust site
- your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, religious or similar beliefs, information about health and biometric data. These types of personal data are subject to additional requirements.

### 3. Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the Trust, and when you attend the Academy site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

### 4. Why do we use your personal data?

We will process your personal data for the following reasons:

#### 1. Where we are required by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding

- To the Government agencies including the police
  - To obtain relevant funding for the Trust
  - To provide or obtain additional services including advice and/or support for your family.
2. **Where the law otherwise allows us to process the personal data as part of our functions as a Trust, or we are carrying out a task in the public interest, including:**
- To confirm your identity
  - To communicate matters relating to the Trust/Academy to you
  - To safeguard you, our pupils and other individuals
  - To enable payments to be made by you to the Trust/Academy
  - To ensure the safety of individuals on the Trust site
  - To aid in the prevention and detection of crime on the Trust/Academy site

### **3. Where we otherwise have your consent**

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

### **4. Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on a Trust site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

### **5. Failure to provide this information**

If you fail to provide information to us we may be prevented from complying with our legal obligations.

### **6. How long will we hold your personal data for?**

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information.

### **7. Who will we share your personal data with?**

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
  - The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the Trust to provide information about students and parents as part of statutory data collections
  - Contractors, such as payment processing providers to enable payments to be made by you to the Trust
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The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations.

Bournville School, Erdington Academy and Fairfax are part of Birmingham City Council . For further information about Birmingham local authority's data sharing process, please visit: <https://www.birmingham.gov.uk/>

Smith's Wood Academy are part of Solihull Metropolitan Borough Council. For further information about Solihull local authority's data sharing process, please visit: <http://www.solihull.gov.uk/>

## **9. Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact the Data Protection Officer.

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact the Data Protection Officer. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request then you will be notified of the reasons why in writing.

## **10. Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

### **1 1. Contact**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at [dpo@fmat.co.uk](mailto:dpo@fmat.co.uk) or by post at:

FAO Data Protection Officer, Fairfax Multi-Academy Trust, Fairfax Road, Sutton Coldfield, Birmingham, B75 7JT



## Pupil Privacy Notice

### 1. Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parents/guardian want to speak to them, then you can do by emailing [dpo@fmat.co.uk](mailto:dpo@fmat.co.uk) or writing to:

FAO Data Protection Officer,  
Fairfax Multi-Academy Trust,  
Fairfax Road,  
Sutton Coldfield,  
Birmingham,  
B75 7JT

### 2. Policy Statement

We are Fairfax Multi-Academy Trust, which your academy is part of. During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### 3. What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

Name	Telephone and email contact details	Date of Birth

Address	Assessment information	Details of previous/future schools
Unique pupil number	• Behavioural information	Language (s)
Nationality	Country of birth	Eligibility for free school meals
Photographs	Attendance information	CCTV images

We will also collect, hold, share and otherwise use some information about you which is special "special category personal data" and we will take extra care to make sure that this is kept safe:

Racial or ethnic origin	Religious beliefs	Special educational needs and disability information
Medical / health information / dietary requirements	Biometric data	Information relating to keeping you safe

#### 4. Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other children's parents/guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

#### 5. Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you

- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or if necessary your parent/carer for permission.

### **Why do we use special category personal data?**

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

### **6. How long will we hold information in relation to our pupils?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

### **7. Who will we share pupil information with?**

We may give information about you with:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/ or ESFA as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

### **8. Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by following our data protection policy and procedures.

### **9. Your rights in relation to your information**

You can ask to see the information we hold about you. If you wish to do this you should contact the Data Protection Officer.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the Data Protection Officer. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

## 10. Concerns

If you are concerned about how we are using your personal data then you can speak with the Data Protection Officer, or if necessary you or your parent/ carer can contact an outside agency the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.