

Welcome to

Bowburn Primary School



School Prospectus 2023-2024

Bowburn Primary School
Crow Trees Lane
Bowburn
Durham
DH6 5FP
Tel: (0191) 3770497
www.bowburnprimary.durham.sch.uk

Dear Parents/ Carers,

On behalf of everyone at Bowburn Primary School may I offer a warm welcome to you and your child. I hope you will enjoy a happy and successful association with our school and that your child will feel a valued member of our school community and enjoy the benefit of the many educational opportunities available.

A good home/school relationship is vitally important to ensure your child's happiness, welfare and success. Please become involved in school as much as you can. We appreciate your help and your time.

This prospectus sets out to ensure that you are fully informed of our approach to the education of your child and hopefully will provide the answers to many of your questions. If however, you still have queries, please contact me at any time.

Bowburn Primary School was recently graded as a good school by Ofsted in January 2019, and has been awarded the Basic Skills Quality Mark and received School Achievement Awards several times. The schools have received Healthy School's Award and enhanced Healthy Schools Award in 2014. In 2021 we have been awarded the International Schools Award, for outstanding development of the international dimension in the curriculum. We have also received a number of awards, Activemark, Artsmark, Primary Science Quality Mark, Young Carers Charter, Investing in Children and Eco Schools for the outstanding curriculum we offer. We also have a very effective and proactive governing body.

We are lucky in that we have recently moved into a brand new purpose built school at Easter 2021, which provides a fantastic learning environment for the children and staff.

I look forward to working with you and your child in future,

Mrs Natalie Maughan
Head teacher
Bowburn Primary School



DETAILS OF THE SCHOOL

Bowburn Primary School is a Community School.

School Name:	Bowburn Primary School Crow Trees Lane Bowburn Durham DH6 5FP
Telephone Number:	(0191) 3770497
Headteacher:	Mrs. Natalie Maughan
Deputy Headteacher:	TBC
Chair of Governors	Mr. Stewart Davison
Durham Local Education Authority:	Margaret Whellans Children's and Adults' Services County Hall Durham DH1 5UE
Telephone Number:	03000 260000

SCHOOL STAFF

Teaching Staff

Mrs Natalie Maughan – Headteacher
Mrs Claire Foster- Assistant Headteacher
Mrs Stephanie Clark- SENDCo
Miss Emma Rosie
Miss Caitlyn Galloway
Miss Lorna Rosie
Mrs Jan Foster
Mrs Michelle O'Connor
Mrs Katy Lisle
Mrs Poppy Vincent
Mrs Joanne Hoyle
Miss Stephanie Overton
Miss Bethany Brownless
Mrs Tiffany Richardson
Miss Angela Welch
Mrs Claire Forster
Miss Lauren Jarvis
Mrs Lynn Patrickson
Mrs Charlotte Middleton
Mr Iain Wilby

Teaching Assistants

Mrs Linda Tuburu
Miss Molly Forster
Mrs Karen Lane
Mrs Karen Draper
Mrs Janet Gillham
Mrs Hazel Smolaga
Miss Rebecca Phillips
Mrs Claire Wilkinson
Mrs Jane Hudspith
Miss Sarah Wilson
Miss Kelly-Anne Collins
Mrs Alice Dodds
Miss Pamela Featherstone
Mrs Emma Brandon
Mrs Kelsey Jackson
Mr Patrick Stephenson
Mrs Caroline Snowball
Mrs Angela Gowran
Mrs Lorraine Walton
Mrs Lisa Tinti

Non- Teaching Staff

Mrs Sally Glover (School business manager)
Mrs Judith Johnston (School Office)
Mrs Deborah Halliwell (School Office)
Miss Karen Gates (Parent Support Advisor)
Mr Neville Wilkinson (Premises Manager)
Mrs Dawn Willcocks (Cleaner)
Mrs Tracy Heslop (Cleaner)
Mrs Mandy Newton (Cleaner)
Mr Joe Dunne (Cleaning Supervisor)
Mrs Nicola Pattinson (Cleaner)

Supervisory Assistants

Mrs Mandy Newton
Mrs Lyndie Gaskell
Miss Mandie Pratt
Mrs Alice Purves
Mrs Enid Moody
Mrs Karen Wilson
Miss Dawn Willcocks
Miss Leanne Dalby
Mrs Jill Parnaby (Breakfast Club)

PROPOSED BOWBURN PRIMARY SCHOOL GOVERNORS- September 2023

<u>Title</u>	<u>Name</u>	<u>Responsibilities</u>
Co-opted	Mr S Davidson	Safeguarding , maths, science, School Council
Co-opted	Cllr J Blakey	Music
Co-opted	Mrs D Stobbs	SEND
Co-opted (Staff)	Mrs K Draper	Governor for Looked After Children
Associate Member (staff)	Mrs C Foster	EYFS
Co-opted	Mrs S Cavanagh	EYFS, PSHE/RSE
Parent Governor	Mr S Davidson	ICT
Parent Governor	Mr P Brown	English, Sport and PE
Parent Governor	Mr D Byers	Geography, Attendance
Parent Governor	Miss C Bright	RE, History
Local Authority	Mr S Dunn	MfL
Staff Representative	Mrs N Maughan	Headteacher

BOWBURN PRIMARY SCHOOL- About the School

Bowburn Primary School is situated in a former mining village on the outskirts of Durham. The administration is by Durham LA, Central Area. The new school was opened to pupils on April 19th 2021. The building is two storeys high and has extensive grounds and outside areas. Children in Early Years and Key Stage 1 have their classrooms on the ground floor. There are two nursery playrooms ,3 Reception classrooms and 5 key stage 1 classrooms. Children in Key Stage 2 have their classrooms upstairs. There are 10 key stage 2 classrooms. There is a large hall and dining area and two libraries. Children in EYFS and KS1 can access the outside areas directly from their classrooms.

The outside areas are being developed and when complete will include 4 grassed paying pitches, large school field, two trim trails and team games courts.

The Primary School has at present 345 children on roll with 17 teachers and the headteacher. The nursery has capacity for 70 places for each session, with 1 teacher and 5 teaching assistants. Some of the places are allocated to 3-4 yearold children and some of these are allocated to 2 year old children (maximum of 16 full time equivalent places).

ADMISSION TO SCHOOL

Parents who would like to visit the school and look around are encouraged to do so and are most welcome. Please email or telephone to make an appointment with the headteacher at any time of the year. The age at which children can be admitted to school is determined by the Education Committee. Current Policy allows for:-

“Those children whose fifth birthday falls between the 1st September 2023 and the 31st August 2024, to be admitted at the beginning of the Autumn Term 2024”.

Our admission number approved for the year 23/24 is 75.

In the event that the school is over-subscribed then preference to admission will be given in accordance with the Local Authority's admission arrangements.

During the summer term you will be invited to visit school. This will enable you to meet your child's Class Teacher and ask any relevant questions which may not have been answered in this brochure. Your child will have spent quite a lot of time in school prior to admission if transferring from our nursery and will be familiar already with the reception class teachers. Children who attend all day in Nursery can stay for school lunch.

Transition arrangements between year groups are planned, for example children will spend some time with their next class teachers once this has been decided in the summer term.

SCHOOL VISION AND MISSION STATEMENT :

'At Bowburn Primary School, as a family, we strive to nurture a love of learning and where we respect ourselves, each other, our community and our world.'

Mission Statement:

- To give children the best start in life by providing a safe, secure environment to build their self-confidence, resilience and self-esteem.
- To give every child the confidence to fulfil their potential by preparing them for the future with the life skills they need.
- To build strong relationships with parents, carers and the wider community.
- To provide a stimulating and engaging learning environment through an exciting and relevant curriculum.
- To encourage independence, tolerance and acceptance.
- To support, inspire and broaden outlooks whilst offering a wide range of experiences.

Bowburn Primary School- 'We All Learn and Grow Together'



SCHOOL HOURS

Nursery	AM: 8.35 am – 11.35 am PM: 12.15 pm – 3.15 pm
Infant: (R-Y2) Junior: (Y3-Y6)	8.50 am to 3.00 pm 8.45am to 3.15pm
School starts:	Nursery: from 8.40am KS1 (infants): 9.00am- 3.00pm KS2 (juniors): 9.00am-3.10pm
Morning break:	KS1: 10.20 am – 10.40 am Y3+4: 10.20-10.35am Y5+6: 10.40-10.55am
Lunch:	11.45am to 1.15 pm (lunchtimes are staggered, children have 1 hour for lunch)
Home time:	Gates open at 3.10pm for nursery, older children can be collected from 3.00pm- 3.10pm

Children should not arrive in school before 8.45am (unless attending breakfast club) as supervision cannot be guaranteed. Although teachers are at school before then, they are indoors preparing for the start of the day.

All children arriving after 9.00am when gates/doors close will need to be brought into the main entrance by a parent. The electronic signing in system (Inventry) can then be used to admit children and parents must record the reasons for their child being late. It is important that children should arrive on time. Children can be very upset about coming into the classroom when others have already arrived and been settled.

The gates will be opened by a member of staff at 8.45am and children will walk onto the yard. Children can be admitted straight into the classrooms or the building once the doors are opened by staff. At home time the gates will be opened at 2.55pm and parents/carers can walk round to the rear of the building to collect children who will be handed over by the class teachers. Children who are not collected are brought back to the school office at the main entrance.

ALL children should be collected by a parent or responsible person (must be aged over 16 years). Older children in Y5/6 may walk home by themselves only if written permission is received from a parent. They should not be expected to supervise younger children or siblings to walk home, this is a parent's responsibility.

THE FOUNDATION STAGE CURRICULUM

In the early years the school's curriculum is planned using the Early Years Foundation Stage Curriculum . This was updated in September 2021
Planning is based around Educational Programmes most essential for children's readiness for future learning and healthy development. The key areas are:

- Communication and Language
- Literacy
- Mathematics
- Physical Development
- Personal, social and Emotional Development
- Understanding the World
- Expressive Arts and Design

THE NATIONAL CURRICULUM

Since September 2014 we have followed the revised National Curriculum. We have offered a curriculum which is balanced and broadly based and which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society and
- prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

Further information about the school's curriculum can be found on the school website:

www.bowburnprimary.durham.sch.uk/our-curriculum/curriculum-content

ACCESS TO DOCUMENTS, INFORMATION AND COMPLAINTS PROCEDURE

Documentation listed below is available to view from the school office.

- The National Curriculum.
- The Early Years Foundation Stage Curriculum
- OFSTED reports on the school.
- School's schemes of work and syllabuses.
- School's policies e.g. S.E.N.D, Child Protection and Safeguarding , Health and Safety. These are also available on the Schools website in the Policies section.

Information about the complaints procedure is also available from the school office and on the website.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education is taught in accordance with Durham Education Authority's Locally Agreed Syllabus. Collective Worship takes place each day either in class, in the hall or remotely via Teams. School assemblies have a moral and a religious content which is broadly Christian. The children are encouraged to take an active part. In some circumstances parents may withdraw their children from collective worship and Religious Education after discussion with the Headteacher.

SPECIAL EDUCATIONAL NEEDS

Some children have Special Educational Needs because of a physical, social, emotional or learning difficulty. We encourage discussion with parents and in some cases it is necessary to enlist the help of specialist, professional agencies, e.g. School Health Needs team, medical professionals, Social Care Direct, Speech Therapist , CAMHS or Educational Psychologist amongst others.

These people are all concerned with ensuring that the best possible provision is made for your child, some are able to offer educational advice which is helpful to us when we are planning learning programmes for children with Special Educational Needs.

The school's policy for S.E.N.D follows closely the recommendations of "The Code of Practice" and is available to parents on request. The Governor with responsibility for Special Educational Needs is Mrs Dawn Stobbs. They work with the SENCO, Mrs Stephanie Clark, to monitor our planning, support plans, use of intervention strategies and S.E.N.D register on a regular basis.

MORE ABLE AND TALENTED

More able and talented children are encouraged to achieve their full potential through high quality teaching. Planning is differentiated to ensure all children succeed and work to the best of their ability.

RELATIONSHIPS, SEX and HEALTH EDUCATION (RSHE)

RSHE forms one part of our PSHE curriculum. It is not taught in isolation but is integrated into our normal topics wherever it is suitable to do so. We hope that all of our parents will deal with RSHE at home in stages which are age appropriate and that their teaching and ours will be complementary. The Relationships Education, Relationships and Sex Education (RSE) & Health Education Policy (RSHE) form part of the PSHE curriculum but from September 2020 they do not have the right to withdraw their children from all or part of RSE or the teaching which forms part of the National Curriculum Science requirement. More information is included on the school website.

PERSONAL, SOCIAL & HEALTH EDUCATION

Within our topics, our lessons and day to day routines we will provide opportunities for children's personal and social development. We will give them responsibilities appropriate to their age and ability, we will provide opportunities to exercise their increasing independence. The direct teaching of PSHE takes place on a weekly basis through circle time and regular 'R Time' activities in EYFS and KS1 and taught lessons with older pupils, where the children are encouraged to work co-operatively with a partner, make eye contact, listen to and value what others have to say.

We have high expectations for their behaviour and relationships with other members of our school community. We believe that good behaviour is important and needs to be encouraged. We have a positive approach and believe that young children learn best when they are clear about how they should behave and are continually and consistently encouraged to do so. We also aim to increase children's knowledge and understanding of cultural and multicultural differences and teach them to tolerate and respect the beliefs and rights of others. More information can be found in our Equalities Policy, Behaviour Policy and Anti-bullying policy which are in the policies section of our website.

PASTORAL CARE

We are often complimented on the atmosphere in our school. We feel this comes as a result of the excellent relationships we establish with our pupils and their families, whom we know very well. We try to ensure that every child knows that they are special with something valuable to offer. We try to emphasise the positive aspects of a child's character. We encourage children to tell us about their problems however small and we do our best to be a "listening school". The safety, well-being, care, personal and academic development of our children is of utmost importance to us. We have two school counsellors who attend for one day per week who can talk to pupils if they are referred by a member of staff and parental permission is granted. They are a 'magic listener' who can help children with a number of issues.

EXTRA CURRICULAR ACTIVITIES

- We arrange educational visits to places of interest for all of our children. In Year 4 and Year 6 we arrange residential trips to encourage adventurous activities and independence of pupils. *Covid secure visits restarted in September 2021.*
- We have many visitors to school e.g. from the clergy, police force, fire service, charity workers, authors, theatre groups, music ensembles, artists etc. We encourage children to become involved in projects to help others at home or abroad.
- We have several after school clubs. These include multi-skills, art, Forest Schools, dance, wellness and fun club. Clubs generally change half termly though some clubs run all year. Some clubs incur a charge if we need to pay an outside provider to run the club.

ATTENDANCE 2022-2023

The figures in the most recent table below show pupils' attendance at Bowburn Primary School in comparison with national averages.

	School	National
Overall attendance	93.6%	92.8%

If your child is to be absent from school because of illness or other reasons please telephone school on the first morning of absence. Should your child become ill at school, or have an accident, parents will be contacted as soon as possible. We must have two emergency contact numbers in school in order to do this. We place a strong emphasis on pupils attending regularly and on time. The Department for Education (DfE) have required all schools to place a firm emphasis on pupils attending regularly, and therefore we have updated our Attendance Policy, which is available on the school website, and outlines the responsibilities of children, staff, parents and carers. We will work closely with any families whose child's attendance gives rise for concern.

It is preferable that medical and dental appointments are arranged outside school hours where possible. If children are attending medical appointments during school hours, they should only be absent for that part of the day. If the doctor has prescribed medication which needs to be given during school hours, you must come in to complete a consent form before we are allowed to administer the medicine. Please telephone or send a note if your child has an appointment or is to go home with someone different.

Leave of Absence during term time

Headteachers may not grant any leave of absence during term-time unless there are exceptional circumstances. As a rule, holidays in term time cannot be authorised.

If a leave of absence is granted, school will determine the number of days a child can be away from school.

If you wish to apply for leave of absence during term-time because of exceptional circumstances, please request an application form and it will be considered by the head teacher and governing body.

Please see the school website for our latest policy on Attendance updated for September 2023

SCHOOL MEALS

School meals are provided each day. As well as providing a nourishing meal they are planned to educate children towards "Healthy Eating". Some choice is provided for both courses. School meals are free for all Infant children, but cost £2.25 per day for children in Y3-6. We are a Cash Free school so all meals must be paid for on Parent Pay. There is universal entitlement for a free meal for all infant children should they wish to take one, however we do charge for children in nursery to have lunch including a cost of £1.00 per day for supervision.

Please inform your child's teacher at the beginning of each half term if they are staying for a school dinner or a packed lunch. **Please note that children cannot change their meal arrangement without prior arrangement with Mrs Halliwell or Mrs Johnston.** The children are looked after throughout the lunch time period by Supervisory Assistants.

CHANGES FROM MEALS TO PACKED LUNCHES OR VICE VERSA, SHOULD ONLY BE MADE AT THE BEGINNING OF EACH HALF TERM AND **AFTER** MRS Halliwell or MRS JOHNSTON HAS BEEN INFORMED.

PACKED LUNCHES

Provision is made for children to bring packed lunches into school. Children who bring a packed lunch to school are encouraged to bring healthier options, water will be provided for children to drink at lunch time. Drinks brought in from home will not be consumed on the premises. We have a packed lunch policy which we request parents to adhere to when sending children with a packed lunch. Due to children with severe allergies we are a **NUT FREE** school

For a **balanced packed lunch, select these healthier foods and drinks:**

Fruit & Vegetables	Include at least one portion of fruit and one portion of vegetables or salad every day. Due to a possible choking hazard, we request that grapes are cut lengthways before they are sent into school.
Meat, fish etc.	Meat, fish or another source of protein should be included every day. Sources of protein include lentils, kidney beans, chickpeas and hummus.
Oily fish	Include oily fish, such as salmon or mackerel at least once every three weeks.
Starchy food	A starchy food such as any type of bread or pasta, rice, couscous, noodles, potatoes or other cereals should be included every day.
Dairy food	Include a dairy food such as cheese, yoghurt, drinking yoghurt, fromage frais or custard every day.
Drinking water	Free, fresh drinking water is available at all times. Children are provided with water every lunchtime, please do not send drinks in from home.
Snacks	Snacks such as crisps should not be included everyday. Instead include vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice.
Sweets	Chocolate bars, chocolate coated biscuits and sweets should not be included. Cakes and biscuits are allowed but please encourage your child to eat these only as part of a balanced meal.
Meat products	Meat products such as sausage rolls, individual pies, corned beef pasties and sausages should be included only occasionally.
Nuts	Due to the rise in allergies to nuts, we ask that nuts and seeds, Nutella are <u>NOT</u> included in packed lunches. We are a NUT FREE school.

COOL MILK AT SCHOOL

We are part of the Cool Milk at School scheme, where children up to the age of 5 years are eligible to apply for free milk. Once a child is 5, parents can pay a subsidised price for milk if they wish to continue. If your child is eligible for free school meals (please check at the school office), then your child is eligible to receive free milk every day, please speak to Mrs Simpson or Mrs Johnston if you would like your child to access this.

NATIONAL SCHOOL FRUIT SCHEME

We are also part of the National Fruit Scheme whereby a piece of fruit is provided free of charge everyday for all children in the Infant building. This is eaten at morning break and is very popular with the children. Grapes are not provided as part of the scheme but should you have them in school, they must be cut lengthways before they are brought into school.

SUN SAFETY POLICY

All staff at Bowburn Primary School consider sun safety to be of extreme importance. To ensure the safety of the children whilst playing outside in the summer months, we encourage parents to follow the guidelines below.

Sun Cream

- Parents are strongly urged to put sun cream on their children before the start of the school day.
- Due to health and safety reasons children are NOT allowed to bring sun cream to school.
- If an infant child requires sun cream during the day they can use the sun cream provided by school – Boots Soltan Kids 50+ and Ambre Solaire. Staff will supervise children in applying the sun cream but will be unable to apply it for them.

Sun Hats

- Parents are encouraged to send their child into school with a sun hat during the warm weather.

Sun Glasses

- Due to health and safety reasons we request that children do NOT bring sun glasses to school unless they are required for a medical reason e.g. symptoms of hay fever. If they are required, please speak to a member of staff.

OPPORTUNITIES TO MEET THE STAFF

An opportunity is usually arranged each term to look at your child's work and to talk to the teacher about progress or difficulties, to set targets or discuss reports. However, parents may ask at **any** time to meet with the teacher to discuss concerns and are encouraged to do so.

Parents are invited into school many times during the school year to participate in social events such as Christmas plays, sports activities, fund raising events etc. Parents are always notified by letter and text message when events are to take place. Regular newsletters keep parents up to date with what is happening in school. The school website is updated on a regular basis and includes photographs of events, policies, newsletters and current information. It can be accessed at www.bowburnprimary.durham.sch.uk

PARENT HELPERS /VOLUNTEERS

We encourage parents and volunteers to come into school and would welcome your involvement. Without the help of parents and other adults in school there are many activities that could not take place. We feel that this not only benefits the children but enables you to get to know the staff and how we work. We have helpers who come into school on a regular basis to assist with activities such as, hearing children read, playing games, art/craft work and supporting on educational visits. If you are willing to help, please complete a volunteer application form and on on-line DBS check, information is available from the school office.

SCHOOL UNIFORM and INDOOR SHOES

It is our school policy that we encourage all children to wear school uniform when attending school and nursery, or when participating in a school-organised event. Our school uniform is red jumper or cardigan, white polo shirt, black or grey trousers, shorts or skirts and black shoes. Black trainers will be allowed as long as there is no other colour in them at all. Red sweatshirts embroidered with the school logo and a range of waterproof coats, fleeces, PE kits and book bags can be ordered on-line at <https://studentuniform.co.uk/bowj044/> A full list is available on request. All articles of clothing should be marked with your child's name. We understand that school uniform can be expensive, so alternatives without school logo are available locally and can be worn .

We also operate an indoor shoe policy to ensure that our carpets and soft furnishings throughout school stay clean. Your child needs to bring a spare pair of indoor shoes or plimsolls (not slippers) which can stay at school, and should be marked with their name.

On health and safety grounds we do not allow children to wear jewellery in our school, this also includes earrings. We request children not to wear fashionable charity bands in school because these easily get lost and cause disruption in class.

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. We also encourage children to be independent and request that they come to school in shoes they can put on and fasten themselves.

A full copy of our school uniform policy is available on request from the school office and is on the website.

HOME SCHOOL AGREEMENTS

From the 1st September 1999 it became compulsory for all schools to have in place a written "Home School Agreement". Parents will be invited to sign the Parental Declaration during the Autumn term. After signing the agreement, a copy is returned to parents and the original kept in the school office. Details about the agreement are available to parents on request. We feel it signifies the establishment of an effective partnership.

HOMEWORK

The school has a homework policy and children are given homework in all year groups. It is not compulsory, but we hope parents will support the school in our attempt to raise the academic achievement of all children. Parents will be informed of the homework programme at the beginning of each year. Homework consolidates, practises and reinforces what has been learned in school and children benefit greatly from this additional support.

FIRE DRILLS

Regular fire drills are carried out to ensure that children are familiar with the routine in case of a real emergency.

CHILD PROTECTION

NAMED PERSON (Designated Safeguarding Lead): Mrs. Natalie Maughan – HEADTEACHER

Parents and guardians should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil maybe subject to ill-treatment, neglect, or other form of abuse, the school will follow the County Child Protection Procedures and inform the First Contact Service of their concern.

This means that First Contact have to be contacted directly by school where a concern for a child has been noticed. School does **NOT** contact parents. If necessary a home visit is made by a Social Worker. All agencies including school, work together as a team to protect children.

SECURITY

A security system is in operation at school during school hours. Visitors must use the Main Entrance to School, where a surveillance cameras and electronic entry system are in operation. Several CCTV cameras are positioned around our site.

If your visit coincides with children entering or leaving the main building please do not allow them to hold open the door to allow you access. A full copy of the school's security policy and procedures can be obtained from the school office.

INSURANCE

Children are not covered against personal accident at school. If parents wish to consider any form of such insurance they are advised to contact an insurance broker. Clothing and personal possessions are not covered at school, but are usually covered by House Contents Policies.

SCHOOL HOLIDAYS 2023-2024

Holiday	Closing Date	Date Re-open for Teaching Purposes
Summer 2023 (6 weeks and 1 day)	Friday 21 st July 2023	Tuesday 5 th September 2023
Autumn Half Term 2023 (1 week+)	Friday 27 th October 2023	Monday 6 th November 2023
PD Day	Thursday 30 th November2023	Monday 4 th December 2023
Christmas 2023 (2 weeks and 2 days)	Tuesday 19 th December 2023	Thursday 4 th January 2024
Spring Half Term 2024 (1 week and 1 day)	Friday 16 th February 2024	Monday 26 th February 2024
Easter 2024 (2 weeks)	Thursday 28 th March 2024	Monday 15 th April 2024
May Day 2024 (1 day)	Friday 3 rd May 2024	Tuesday 7 nd May 2024
Summer Half Term 2024 (1 week)	Friday 24 th May 2024	Monday 3 rd June 2024
Summer 2024	Friday 19 th July 2024	Wednesday 4 th September 2024

CHARGING AND REMISSIONS POLICY

CHARGING FOR SCHOOL VISITS

Under section 110 of the Education Reform Act (1988), the education provided by any maintained school shall be free of charge if it takes place wholly or mainly during school hours.

Although voluntary contributions may be invited from parents, no child will be omitted from a visit or activity if a voluntary contribution is not forthcoming. However, if sufficient voluntary contributions are not received it may be necessary to cancel the visit. Further details can be found in the Charging and Remissions Policy on the website.

Privacy Notice for Parents/ Carers

This privacy notice explains how we collect, store and use personal data about pupils. We, at Bowburn Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Sally Glover

Who we are and what we do

We are Bowburn Primary School. We are a maintained primary school for children ages 2 – 11 years old. Our local authority is Durham County Council.

The personal data we collect and hold

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Behaviour and Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Identify pupil eligibility for Free School Meals and Pupil Premium funding

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect / obtain data from parents, carers, teachers and other professionals where relevant (e.g. G.P, hospital, social workers etc.)

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Data sharing

We do not share any of this data with any other organisation without your permission, except where the law requires it. We are required to provide pupil data to central government through the Department for Education and the Education Funding Agency. Where it is necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professional and/or the Police.

We will share information with the local authority to check eligibility for free school meals.

We do not transfer personal data to countries outside the European Economic Area.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing or email to bowburnprimary@durhamlearning.net The school will respond within a 15 school days timescale.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.

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

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Sally Glover
Data Protection Officer
Bowburn Primary School
Surtees Avenue
Bowburn
Durham
DH6 5DZ
Tel: 0191 3770497