



*Illuminating Valuable Years,  
Building And Nurturing Knowledge*

## **NEW PUPIL INFORMATION PACK**

**For you to keep**

Ivy Bank Primary School  
Valley Road  
Macclesfield  
Cheshire  
SK11 8PB

Tel: 01625 448014

Email: [admin@ivybank.cheshire.sch.uk](mailto:admin@ivybank.cheshire.sch.uk)

Web: [www.ivybank.cheshire.sch.uk](http://www.ivybank.cheshire.sch.uk)

Twitter: @IvyBankPrimary

Facebook Group: Ivy Bank Primary School

## **Welcome to Ivy Bank Primary School!**

This information pack is designed to tell you a little about our school, to answer some frequently asked questions and to give you information with reference to some forms that you have received in your welcome pack. If you have any other queries, please check the Ivy Bank Primary School website – [www.ivybank.cheshire.sch.uk](http://www.ivybank.cheshire.sch.uk) – or contact the school office.

**This information pack is for you to keep at home –  
please don't return it to school.**

## The School Day

The school gates open at 8:45am, where we encourage pupils to be on the school playground by 8:50am, EYFS2 and KS1 children can go straight in and the bell will ring at 8.50am for KS2 children to line up. The school day begins at 9am. If you arrive at school after the gates have closed at 9:05am, you will need to enter the school via the main office and sign your child in as late. If your child arrives after 9:05am, their mark will be "late". If they arrive after 9:15am, their mark will be "late after registration closes".

The school day ends at 3:30pm with the gates being unlocked shortly before this time. Parents/carers who are collecting pupils, should wait on the main playground by your child's classroom, so that the class teacher can ensure the safe handover of pupils.

If anyone else will be collecting your child, either regularly or as a one-off, please liaise with the class teacher or the school office. A code word will be required for safeguarding purpose.

## Independence

We encourage our pupils to be independent. With this in mind, we ask that you accompany your children to the school playground but do not bring your children into the school building. This is also to reflect the need to keep the corridors as clear as possible and for safeguarding purposes that we know who is in the school building at our busiest times.

## Illness

If your child will not be attending school due to illness, please telephone the school on 01625 448014 and chose option 1 to leave a message on our absence line.

If we have not heard from you by the time our daily attendance processes are completed, we will get in touch to enquire why your child is not in school. Please be aware that per policy, we monitor attendance and lateness and we have a duty to advise the local authority if there is cause for concern. This may result in the local authority being involved.

## Medical Appointments

We would ask that, wherever possible, medical appointments are booked outside of school time; however, we appreciate that this is not always possible. If your child will be absent from school due to a medical appointment, please inform the school office so that we can ensure that your child is allocated the correct attendance mark. This includes if a child will be late into school or collected early.

## Arbor – School Information System

The information management system that we use in school is called Arbor.

The system has a "parent portal" where you can log in and book parents evening slots, update your contact information, pay for school meals and see your child's attendance. All in real time.

To register for this system, you will need to provide us with an email address via the registration pack. You will then be sent an email inviting you to use the system.

There is also a free Arbor "app" available from the Apple store and Google Play store. We would encourage parents to download this app as it allows us to send free messages to parents.

## Uniform

Much of the Ivy Bank uniform can be bought in the supermarket. Items with logos can be purchased from Classworx (King Edward Road, Macclefield), Finesse (Pickford Street, Macclesfield) and myclothing.com

Details of the school uniform are as follows:

grey or black trousers / shorts	grey skirt, dress or trousers
white polo shirt / shirt	white polo shirt / blouse
green ivy bank sweatshirt or cardigan	green check dress
Black, leather, sensible shoes (not trainers)	

## **PE Kit**

It is essential that children are equipped to take part in all physical education activities. PE is part of the national curriculum and is therefore not an optional activity. Children are expected to have their PE kit in school at all times. Kits should be taken home to be washed at least every half term and where kits become particularly soiled or wet (for example in outdoor games), they should be taken home for washing and returned before the next PE session.

Details of the required kit are as follows (Reception through to Year 6):

green shorts & white t-shirt
dark coloured jogging bottoms and plain jumper in winter
barefoot for indoors / trainers for outdoors

As part of the KS2 curriculum, pupils will attend swimming lessons. Details of the kit are as follows:

Boys	Girls
trunks	one-piece costume
swimming cap	
towel	

## **Jewellery**

The wearing of jewellery in school is not permitted. Necklaces, wrist bangles and rings can be a hazard to children when playing in the playground. Jewellery can also be a distraction in class. Watches, including FitBits, are acceptable as learning to tell the time and to keep healthy are an important aspect of the curriculum, but they must be removed during PE lessons. Children are responsible for the safekeeping of their watches when they have been removed.

Ear studs are acceptable, but only plain and small in type. Earrings that dangle are not allowed, as they can cause nasty tears to ears in the playground. Children are responsible for the safekeeping of their ear studs when they have been removed.

The wearing of jewellery in PE is prohibited for safety reasons. All children are required to remove watches and earrings before taking part. Ear studs must be removed for PE.

If ear studs have only recently been applied and cannot be removed for the standard six-week period, then the studs will need to be taped up with micropore tape for all PE sessions.

Further information about our uniform can be found in our "Dress and Appearance Code". This is available on our website, or a copy can be requested from the school office.

## Tuck Shop

The tuck shop is open for year 1 to year 6 pupils at morning break and sells light snacks such as toast and bagels, currently these are priced at 30p per item.

## Milk

If your child is under the age of 5, they are entitled to a free drink of milk at break time. If you would like your child to receive this, please complete the form in your registration pack to confirm this and provide consent to allow us to give Cool Milk your child's details.

If your child is 5 or older and you would like them to have milk at morning break, this can be purchased through **Cool Milk**.

To register and pay for your child to receive milk after they turn 5 please visit [www.coolmilk.com](http://www.coolmilk.com) and select "Register your child for milk here", then follow the on-screen instructions to register and pay.

## Lunch Time

Lunch time starts at 12 noon for our youngest children, where KS2 join from 12.30pm. Therefore, lunch times are:

12-1pm	12.30-1.30pm
EYFS2 & KS1 The Owlery	KS2

Children are called in from the playground when it is their turn to eat. Children are encouraged to eat a healthy lunch and use good manners.

## School Meals

School meals cost **£2.35** per day. Children are asked at morning registration if they are having a packed lunch or a school dinner, so please ensure that your child/children know what they are having.

Payments must be made for school dinners, in advance via the Arbor system.

If your child's meal balance exceeds £11.75 we will be unable to provide any meals until the balance is cleared.

Special occasion lunches (for example Census Day, Christmas dinner) can be purchased as a one off.

**Children in Foundation Stage 2, Year 1 and Year 2 are currently entitled to receive universal infant free school meals.**

## Menus

Our school catering service is currently provided by Mellors. Lunch menus change twice a year; around October and again in April.

Please note; fresh fruit and yoghurts will be available daily as an alternative to the dessert. A selection of homemade bread, salad, and drinking water will also be available daily. We use seasonal vegetables to ensure the best quality produce.

## Special Diets

If your child requires a special diet due to allergies or intolerances, there is a form from our caterer that needs to be completed by parents. This will be sent to you if you make us aware that your child requires a special diet meal.

## Free School Meals (Income Related) and Pupil Premium

Each year the school receives extra funding from the government to provide additional support and educational experiences for children who come from lower income homes. This funding is called Pupil Premium and can help ensure all children have access to the same opportunities and activities.

If you are successful, not only will it mean your child will receive a free school meal, but we can also help in other areas such as providing support with academic progress, social and emotional support, help paying for trips and residential visits, music tuition, after school sports clubs etc.

Free school meals can be claimed for each child who attends school in Cheshire East if you receive one of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with no earned income or with net monthly earnings less than £616.67

Claims can be made either online via Cheshire East's website or by calling 0300 123 5012

## School Library

We are fortunate at Ivy Bank to have a well-stocked library with fun and interesting books for your children to use in school and at home. All children are encouraged to borrow books and take them home to read independently and with family.

Each class has a library day once a week, when up to two books can be taken out for a maximum time period of two weeks. Junior Librarians will be on hand to help younger children choose books that they will enjoy.

We are confident that the books will be returned on time and in good condition, however, if this is not the case, the school will charge for lost or damaged books in order to replace them.

*For information:*

- The return date will be stamped into each book
- Books need to be returned before or on the due date
- Books must be looked after and should be returned on time and in good condition

EYFS2 will be introduced to the library during their first year to prepare them for moving into KS1. Please complete the form in your registration pack to confirm that you are happy for your child to use our library facilities. The form will then be used to make your child a member of our library.

## Parents' Evening and Reports

Parents' evenings are held twice a year. Parents will be able to book appointment slots via the Arbor system. You will also receive a full report in July detailing your child's progress throughout the year.

## Celebrating Achievement

The staff at Ivy Bank are very keen to reward pupils' achievement. Small rewards in the form of kind words and stickers are given out during class time. During assembly time on Friday's, achievement awards are presented to pupils who staff feel deserve special recognition of their progress and achievement in learning and skills that week.

We also have a weekly Heart of Gold award that is presented to one person to recognise and respect acts of kindness. Everyone is encouraged to nominate a member of the school community (pupil or staff) who has been exceptionally kind or made a difference to someone else's day. Nomination forms can be found in all classrooms. Our year 6 pupils acknowledge every nomination that is received. One person that stands out is chosen and presented with a "Heart of Gold" badge.

## Ivy Leaves Wrap-Around Care Club (Before and After School Club)

Our before and after school club, Ivy Leaves, is available for pupils from Foundation Stage 2 upwards. Information about Ivy Leaves can be found on our website under the "information" tab. Places are booked and invoiced monthly in advance. All bookings must be made via the online booking form which is released monthly. Prior to any sessions being attended, a registration form must be completed and held at the school office. There is further information about Ivy Leaves, including a registration form, in your welcome pack.

If you have any other questions about this service, please email [ivyleaves@ivybank.cheshire.sch.uk](mailto:ivyleaves@ivybank.cheshire.sch.uk)

## School Photographs

School photographs are taken twice a year; individual or sibling portraits in the Autumn term and class photographs in the Summer term. Parents are not obliged to buy the photographs, but any purchases made, do raise funds for the school. Please be aware that if you do not consent to your child's photograph being taken by our approved photographer (on the images permissions form), we will not include your child in class photos.

## Outside supervision

Ivy Bank is lucky enough to have excellent outside play equipment, including a pirate ship and large amount of adventure equipment. Outside of school hours, it is the responsibility of parents/carers to supervise their children on this equipment and in the playground generally. Ivy Bank Primary School will not accept any responsibility for injuries incurred outside of school hours. Should your child ride to school on a bike or scooter, these can be stored in the bike rack during the day. We encourage helmets to be worn. Due to how busy our playground is, please be aware that children are not allowed to ride these in the playground at all. We also ask that children do not bring their own balls into school. The playtime buddies have balls and other equipment that the children are able to use during breaktimes and lunchtimes.

## Communication

Letters and newsletters will mostly be sent via Arbor.

The school website has lots of information which parents may find useful including a school calendar, policies, information about the school and class pages; please take the time to check the website regularly, if you have access to the internet.

Text messages are also sent to parents.

If you need to communicate with your child's teacher, please do so either at the end of the school day or by email. Teachers are rarely freely available before school, as they are preparing for the day ahead.

Not only are Ivy Bank available to follow on Twitter (search for @ivybankprimary), but we also have a "closed" Facebook Group for parents and carers which is regularly updated with handy information. Our Facebook group can be found by searching for Ivy Bank Primary School. When requesting to join the group, you will be asked for your child's name and class.

## Lost Property

It is the responsibility of parents to ensure that all school clothing (uniform, PE kit, coats, scarves, gloves, etc) is marked with their child's name. A lost property box can be found by the external doors at the entrance to the Nursery corridor – near the year 5 and 6 classrooms. Any items of lost uniform or any other belongings will be placed in this box, should they be found around school. If there are any un-named items left in this box at the end of each term, they are donated to charity.

## Parking

Parents and carers of children who attend our school have a responsibility to get their children to school on time and in the safest way possible.

Whilst we encourage walking to school, we understand that this is not always possible. With this in mind, we would ask that if you need to transport your children by car please be considerate and safe when driving and parking around the school.

Please do not park on the yellow lines directly outside of school or on the zig zag lines. Similarly, parking on corners – directly contravening the Highway Code – reduces visibility and puts all of our children at risk. We would ask that you are also considerate to our neighbours by not blocking driveways.

## Parental Involvement

Ivy Bank welcomes and actively encourages parental involvement; whether helping out on class trips or reading to or with children. If you would like to be involved, please speak to your child's class teacher.

## Friends of Ivy Bank – The PTA

Our PTA is called **Friends of Ivy Bank** (often shortened to "Friends"). They are an asset to our school community and work hard to raise funds. They hold lots of functions throughout the year including fairs, discos and quiz nights, which are always well attended and very successful.

Due to their dedication in supporting Ivy Bank, they have funded many items for the children including author visits to school, theatre visits to the school and funding books for our school library.

All parents of children who attend Ivy Bank are automatically a member of the PTA and are very welcome to attend the "Friends" meetings which take place regularly.

There is further information about our PTA in your welcome pack.

## Using Images – Conditions of use

**Please see below the main points of our Using Images Policy.**

**The full policy can be found in the policies section of the Ivy Bank Primary School website or a paper copy may be requested from the office.**

1. Consent forms regarding photographs and videos are requested from parents at the beginning of each key stage (Early Years, Key Stage 1 and Key Stage 2).
2. We will not use the personal details of any child or adult in a photographic image or video without express permission to do so.
3. The Headteacher is responsible for deciding whether parents are permitted to take photographs and videos at school events.
4. Parents are responsible for completing the Images Permission Form and returning it to school.
5. If there is a disagreement between separated parents over consent or a parent does not respond to a consent request, it will be treated as if consent has not been given and photographs and videos will not be used.
6. Staff will ensure that all children are appropriately dressed prior to taking any photographs or videos.
7. Names of pupils will not accompany photographs and videos without permission from parents.
8. We may include pictures of pupils and teachers that have been drawn by the pupils.
9. Parents are entitled to withdraw or change their consent at any time. This should be done in writing (letter or email) to the school office.
10. Official school photographs will be held securely on the school's information management system and on individual pupil files.
11. Digital photographs will be reviewed and deleted on an annual basis (in line with the Records Management Policy)



Our Safeguarding Team



**Mrs Sarah Gill**  
**Headteacher**  
**Safeguarding Lead**



**Mr Steve Herd**  
**Deputy Head**  
**Deputy Safeguarding Lead**

## Privacy Notice (How we use pupil information)

The Aspire Educational Trust and its academies are joint data controllers for the use of personal data in this privacy notice. This privacy notice advises parents, carers and guardians of our data protection responsibilities on the collection and processing of pupils' personal information. You are being provided with this notice because you can exercise your child's data protection rights on their behalf. Current guidelines state that when your child is older (usually when they reach the age of 13) they may be considered mature enough to exercise their own data protection rights.

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, date of birth, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, pupil premium and free school meal eligibility)
- safeguarding information (such as court orders, referral and assessment information and professional involvement)
- special educational needs
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as Early Years Foundation Stage Profile, key stage 1, key stage 2 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- admissions (such as information relating to entitlement to early years funding including parent or carer's national insurance number)

Information is also held about you as the parent or guardian of a pupil. This information is held under a legal obligation to ensure that we can contact you. Such information includes:

- Your name and address
- Contact telephone number(s)
- Email address
- Alternative emergency contact details

This list is not exhaustive, to access the current list of categories of information we process please see the school's current data map and data asset register, available on request from the school office. Contact details are available on the school website or alternatively e-mail the trust's data protection officer [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

### Why we collect and use pupil information

The personal data collected is essential, for the trust and its academies to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe
- f) to meet the statutory duties placed upon us by the Department for Education

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Consent.
- For the performance of a contract.
- To comply with a legal obligation.
- To protect the vital interests of the pupil or another person.
- For a task carried out in the public interest.
- For a legitimate interest of the school or one of the organisations, it shares data with (e.g. legal adviser) except where those rights are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection, particularly in the case of a child.

Sometimes the handling of pupils' personal data falls within several of the above lawful grounds.

### **Consent**

We may ask for your consent to use your child's information in certain ways. For example, we may ask to use their image for different purposes. If we ask for your consent to use your child's personal data, you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid.

### **Performance of a contract**

On some occasions, the school will process pupils' personal data for the performance of a contract.

### **Legal obligation**

This is where we need to use pupils' personal data to comply with a legal obligation.

Statutory reporting requirements to the Department for Education (DFE) are included within this section. As is disclosing information to third parties such as the courts or the police where we are legally obliged to do so.

### **Vital interests**

This legal basis is used where, for example, we need to disclose information about pupils to prevent them or someone else from being seriously harmed or killed. An example can include providing information to a medical professional about a pupil in circumstances where they are unable to provide the information themselves or you are unable to. It may cover an emergency.

### **Public interest**

We consider that we are acting in the public interest when providing education. Specifically, we have a public interest in:

- Providing an education.
- Fulfilling our safeguarding obligations and investigating complaints that may be directly connected with you or may require access to your personal data when investigating complaints by others.
- Promoting the interests of the school.
- Managing the school efficiently.

### **Legitimate interests**

We have legitimate interests for which we hold, retain, process and share pupils' personal data. The GDPR states that the exception to using this ground is where it is detrimental to a pupil's rights.

## **Special categories of personal data**

We must also comply with an additional condition where we process special categories of personal data. These special categories include personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Some of the reasons we process such data on pupils include:

- Legal claims. The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisers and insurers.
- Medical purposes. This includes medical treatment and the management of healthcare service.
- For compiling census data as required by law.
- Where processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health such as Covid-19.

In addition, we process in a similar way some sensitive information about children that is not set out in legislation as a 'special category personal data'. This sensitive information includes children's services interactions, free school meal status, pupil premium eligibility, elements of special educational needs information, safeguarding information and some behaviour data.

Special category personal data and sensitive information about children are processed in accordance with [GDPR - Article 9 and documented on our data asset register](#).

## Automated decision-making and profiling

We do not make automatic decisions or undertake automated decisions regarding individuals to evaluate certain information about an individual (profiling).

## Collecting pupil information

We obtain personal data in a variety of ways. Some of the information comes from the registration forms you supply to us when your child joins the school or from a Common Transfer File or secure file transfer from a previous school or setting. We also receive information about pupils from other agencies, such as the local authority and healthcare professionals. Data is also obtained from your child and their teachers.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing pupil data

We take the security of pupils' personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our data protection policies available [HERE](#) on The Aspire Educational Trust's website.

## Who we share pupil information with

We routinely share pupil information with:

- The Local Authority for the school, including Social Care and SEND teams
- The Department for Education (DfE)
- Aspire Educational Trust and schools within the trust
- NHS, including the school nurse
- Schools that pupils attend after leaving us

In addition to this, we regularly share information with a number of contracted third parties in order to carry out our public task of running the trust and its schools safely and effectively. A list of these third party processors can be found on our current data map and data asset register. These documents are available on request from the school office. Contact details are available on the school website or alternatively e-mail the trust's data protection officer [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

## Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Pupils' data, where it is reasonable to do so, may also be shared with other professionals such as health professionals and advisers in order to meet the individual needs of our pupils.

In addition, we have contracts with third parties for IT services or as part of cloud based storage applications for the purpose of securely holding and protecting your data. We also subscribe to online learning platforms that provide children with engaging personalised learning programmes. Before entering into a contract, we ensure that adequate policies and security measures are in place.

Here are some further examples of why we collect, hold and share pupils' personal data. If you would like more information about any of these, please contact our Data Protection Officer [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

- We may need to share information about your child's health and wellbeing with those who have responsibility for pupil welfare.
- We need to tell all appropriate members of staff if your child has specific medical needs.
- We need to tell all appropriate members of staff if your child might need extra help with some tasks.
- Sometimes we need to share information with the police or our legal advisers to help with an inquiry. For example, safeguarding issues or injuries.
- We might need to share pupils' information with consultants, experts and other advisers who assist us in the running of the school, if this is relevant to their work.
- We may need to share some information with our insurance provider to ensure we maintain cover or to process any claims.
- We may need information about any court proceedings or judgements concerning your child. This is so that we can safeguard your child's welfare and the welfare of other pupils at the school.
- Where we have CCTV in operation, we need to monitor data to make sure the school sites are safe.
- We may use photographs or videos of your child on our website, social media sites, newsletters and publications as part of our marketing of the school. We would always have sought your consent before doing this.

Personal data is always transferred securely using tools such as encryption.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those under

- [regulation 5 of The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#).

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school's principal (contact details can be found on the website) or the trust's Data Protection Officer at [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

Depending on the lawful basis above, you may 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 purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

There are specific rights in relation to a child's personal data. Further guidance and advice on the above rights can be obtained from the ICO's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance at [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school's principal (contact details can be found on the website) or the trust's Data Protection Officer at [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 11<sup>th</sup> March 2021.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

**Trust's administrator A. Broadhurst** or **the Trust's Data Protection Officer L. Treadway**

The Aspire Educational Trust

c/o Ash Grove Academy

Belgrave Road

Macclesfield

SK11 7TF

[dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk)

[ltreadway@aet.cheshire.sch.uk](mailto:ltreadway@aet.cheshire.sch.uk)

Tel. 01625 919610

## 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>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfE-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

**A COPY OF THIS PRIVACY NOTICE IS ALSO AVAILABLE ON THE IVY BANK WEBSITE**