

Welcome to

# Bowburn Primary School



## School Prospectus 2020-2021

**Bowburn Primary School  
Infants and Nursery School Site  
Wylam Street  
Bowburn  
Durham  
DH6 5BE**

**Tel: (0191) 3770497 (Infant and Nursery Site)  
(0191) 3770497 (Junior Site)**

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. We have been awarded the International Schools Award, for outstanding development of the international dimension in the curriculum several times. 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 which is made up of representatives from both Bowburn Infants and Junior Schools.

We are looking forward to moving into a brand new purpose built school at Easter 2021, which is currently under construction on the Junior site.

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



Mrs Jackie Glass  
Head teacher  
Bowburn Primary School



## DETAILS OF THE SCHOOL

Bowburn Primary School is a Community School.

School Name:	Bowburn Primary School (Infant & Nursery Site) Wylam Street (Junior site) Surtees Avenue Bowburn Durham DH6 5DZ
Telephone Number:	(0191) 3770497
Headteacher:	Mrs. Jackie Glass
Chair of Governors	Mr. John Collinson
Durham Local Education Authority:	Margaret Whellans Children's and Adults' Services County Hall Durham DH1 5UE
Telephone Number:	03000 260000

## SCHOOL STAFF- ( Bowburn Infant and Nursery school Site)

### **Teaching Staff**

Mrs Jackie Glass – Headteacher  
Miss Claire Noble – Deputy Headteacher  
Mrs Jan Foster  
Mrs Michelle O'Connor  
Mrs Katy Lisle  
Mrs Bryony Mason  
Mrs Joanne Hoyle  
Miss Lauren Jarvis  
Miss Stephanie Overton

### **Nursery Nurses & Auxiliary**

Mrs Wendy Raine  
Mrs Karen Lane  
Mrs Karen Draper  
Mrs Sandra Green  
Mrs Janet Gillham  
Mrs Trish Fay  
Miss Rebecca Phillips  
Mrs Claire Wilkinson  
Mrs Jane Hudspith  
Mrs Alice Dodds  
Miss Pamela Featherstone  
Mrs Emma Brandon  
Mrs Kelsey Jackson

### **Non-Teaching Staff**

Mrs Allyson Simpson – Office Manager  
Miss Karen Gates – Parent Support Advisor  
Mr John Laverick – Caretaker  
Mrs Jill Parnaby – Breakfast Club Assistant  
Miss Margaret Brown – Breakfast Club Assistant  
Mrs Maureen Carter – Supervisory Assistant  
Mrs Mandy Barber – Supervisory Assistant  
Mrs Paula Webster- Supervisory Assistant  
Mrs Sonia Brown – Supervisory Assistant/Cleaner  
Mrs Tracey Prince – Supervisory Assistant/Cleaner

PROPOSED BOWBURN PRIMARY SCHOOL GOVERNORS- September 2020

<u>Title</u>	<u>Name</u>	<u>Responsibilities- to be agreed in September 2020</u>
Co-opted	Mr J Collinson	Safeguarding , maths, science.
Co-opted	Cllr J Blakey	
Co-opted (Staff)	Mrs C Middleton	
Co-opted	Mrs D Stobbs	
Co-opted (Staff)	Mrs K Draper	
Associate Member (staff)	Mr P Soler	
Associate Member (staff)	Miss C Noble	
Associate Member	Mrs S Cavanagh	
Parent Governor	Mr S Davidson	
Parent Governor	Mr P Robinson	
Parent Governor	Mrs V McLean	English
Parent Governor	Vacancy	
Local Authority	Cllr. S Dunn	
Staff Representative	Mrs A Gowran	
Staff Representative	Mrs J Glass	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 children transfer at the age of seven, to the Junior building in Surtees Avenue, Bowburn.

The Infants school premises date from 1909, the Junior School premises from 1975. There are three buildings on the Infant Site, one for the infant children, one for the nursery children and a detached, demountable classroom. In the infant building there are five classrooms, a dining room, a library, a hall, well appointed cloakrooms, toilets, washing facilities and water coolers. The exterior surroundings include two playgrounds, a large playing field and an environmental area.

The Junior Site has one building housing 8 classes, a library, hall, and various teaching rooms and areas. There are extensive outdoor spaces including a large school field, trim trail, and team games courts.

The Primary School has at present 364 children on roll with 16 teachers and the headteacher. There are three year groups in the Infants building, they are Reception, Year 1 and Year 2. The nursery has 52 places for each session, with 1 teacher and 4 nursery nurses. Some of the places are allocated to 3-4 year old children and some of these are allocated to 2 year old children (maximum of 12 fte places).

In the Junior building there are 4 year groups, each with two classes. Each year group has support staff allocated, other support staff are employed to deliver interventions or support pupils with SEND.

## 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. *Due to current Covid 19 situation this is not possible at present.* 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 1<sup>st</sup> September 2019 and the 31<sup>st</sup> August 2020, to be admitted at the beginning of the Autumn Term 2020”.

Our admission number approved for the year 19/20 is 56.

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. *Due to current Covid 19 restrictions this has not been possible this year . We will place some videos of the Reception staff and setting /routines for you to watch with your child .*

We operate a staggered entry to school in September over the first two weeks of the autumn term. In the first week a few children start school each day, so that the teachers and teaching assistants can provide a lot of individual attention to ensure that children feel happy and secure. It is important to us that our children remember their first day at school as a happy one! Children also go home after lunch and a story at 1.30 p.m. in the first week and 2.00 pm in the second week. Starting school can be tiring for four year olds.

Once pupils are ready to enter Year 3, they will transfer to the Junior School building. There is an extensive transition programme to ensure that this is a smooth a process as possible. Staff in both school buildings work closely with each other and parents/carers to ensure the process is seamless. There is a meeting in the summer term for parents and pupils at the Junior School building prior to transition to Year 3. *Due to current Covid 19 conditions this has not been possible this year.*

## 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

\*\*\*\*PLEASE NOTE THAT AT SEPTEMBER 2020 the timings of the start and end of the school day have altered slightly . This is due to Covid 19 restrictions. Details can be found in updates in News section of the school website in letter to parents from Mrs Glass\*\*\*\*

Nursery	AM: 8.40 am – 11.40 am PM: 12.20 pm – 3.20 pm
Infant: (R-Y2)	8.55 am to 12 noon 1.00 pm to 3.00 pm
School starts:	Bell rings at 8.55 am (prompt) to start lessons at 9.00 am
Morning break:	10.40 am – 10.55 am
Lunch:	12.00 noon to 1.00 pm
Home time:	3.00 pm

Weekly teaching time in a normal school week is 22 hours and 5 minutes. This excludes time spent on assemblies, registration and breaks. In Nursery it is 3 hours each session or 15 hours per week.

The bell goes promptly at 8.55 am.

Children should not arrive in school before 8.45 am as supervision cannot be guaranteed. Although teachers are at school before then, they are indoors preparing for the start of the day. It is important that children should arrive on time. Young children can be very upset about coming into the classroom when others have been settled. We ask all parents to stay with their children, in the playground until the bell goes, or to make arrangements for another adult to stay with them.

Junior timings :

Junior ( Y3-Y6):	8.45 am to 3.15 pm
School starts:	Bell rings at 8.55 am (prompt) to start lessons at 9.00 am
Morning break:	10.40 am – 10.55 am
Lunch:	12.00 noon to 1.15 pm
Home time:	3.15 pm

The gate will be opened by a member of staff at 8.45am and children will walk onto the yard where staff will be on duty. At 8.55am children will line up and go into class for the start of lessons.

At home time the gate will be opened at 3.10pm and parents/carers can walk round to the rear of the building to collect children who will be handed over by the class teachers. Please wait until all children have been dismissed before trying to speak to a teacher. Children who are not collected are brought back to the school office.

## **THE FOUNDATION STAGE CURRICULUM**

In the early years the school's curriculum is planned using the Early Years Foundation Stage Curriculum.

Planning is based around 3 prime areas of learning most essential for children's readiness for future learning and healthy development. The 3 key areas are:

- Communication and Language
- Physical Development
- Personal, social and Emotional Development

Children are also taught 4 other specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

## **THE NATIONAL CURRICULUM**

Since September 2014 we have followed the new 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](http://www.bowburnprimary.durham.sch.uk)

## 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, Health and Safety.

Information about the complaints procedure for curriculum or other matters is also available from the school office.

## 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. 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. Problems and difficulties are always discussed with parents and in some cases it is necessary to enlist the help of specialist, professional agencies, e.g. School Nurse, School Doctor, Social Care Direct, Speech Therapist or Educational Psychologist.

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. The governor with responsibility for the More Able and Talented Children is Mrs M O'Connor.

## SEX AND RELATIONSHIPS EDUCATION (SRE)

SRE 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 SRE at home in stages which are age appropriate and that their teaching and ours will be complementary. Parents will be shown the school's policies upon request and have the right to withdraw their children from all or part of SRE except that which forms part of the National Curriculum Science requirement.

The school uses 'Lucinda and Godfrey' materials as suggested by the local authority to teach about sex and relationships in school. These materials include teaching all children the correct names for parts of the body. A copy of these materials can be seen upon request and a member of staff will be more than happy to share the materials and contents with parents and carers.

SCHOOL STAFF- ( Bowburn Junior School Site)

**Teaching Staff**

Mrs Jackie Glass – Headteacher  
Mr Paul Soler – Deputy Headteacher  
Mrs Charlotte Middleton  
Mr Iain Wilby  
Mrs Stephanie Clark ( SENCO)  
Mrs Claire Forster  
Mrs Tamlyn Leslie  
Miss Bethany Brownless  
Miss Lauren Crampton  
Miss Angela Falcus  
Mrs Tiffany Richardson  
Mrs Lynn Patrickson

**Support Staff**

Mrs Linda Worrall  
Mrs Angela Gowran  
Mrs Lisa Tinti  
Mrs Caroline Snowball  
Mr Dagan Taylor  
Mr Patrick Stephenson  
Mr Shane Griffiths

**Non-Teaching Staff**

Mrs Judith Johnston – School Secretary  
Miss Hannah Bowmer- Administrative Assistant  
Mr Neville Wilkinson – Caretaker  
Mrs Tracy Heslop – Breakfast Club Assistant/Cleaner  
Miss Lisa Tinti – Breakfast Club Assistant  
Mrs Lyndie Gaskell – Supervisory Assistant  
Miss Mandy Pratt – Supervisory Assistant  
Mrs Enid Moody- Supervisory Assistant  
Mrs Alice Purves – Supervisory Assistant/Cleaner

## 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 and 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.

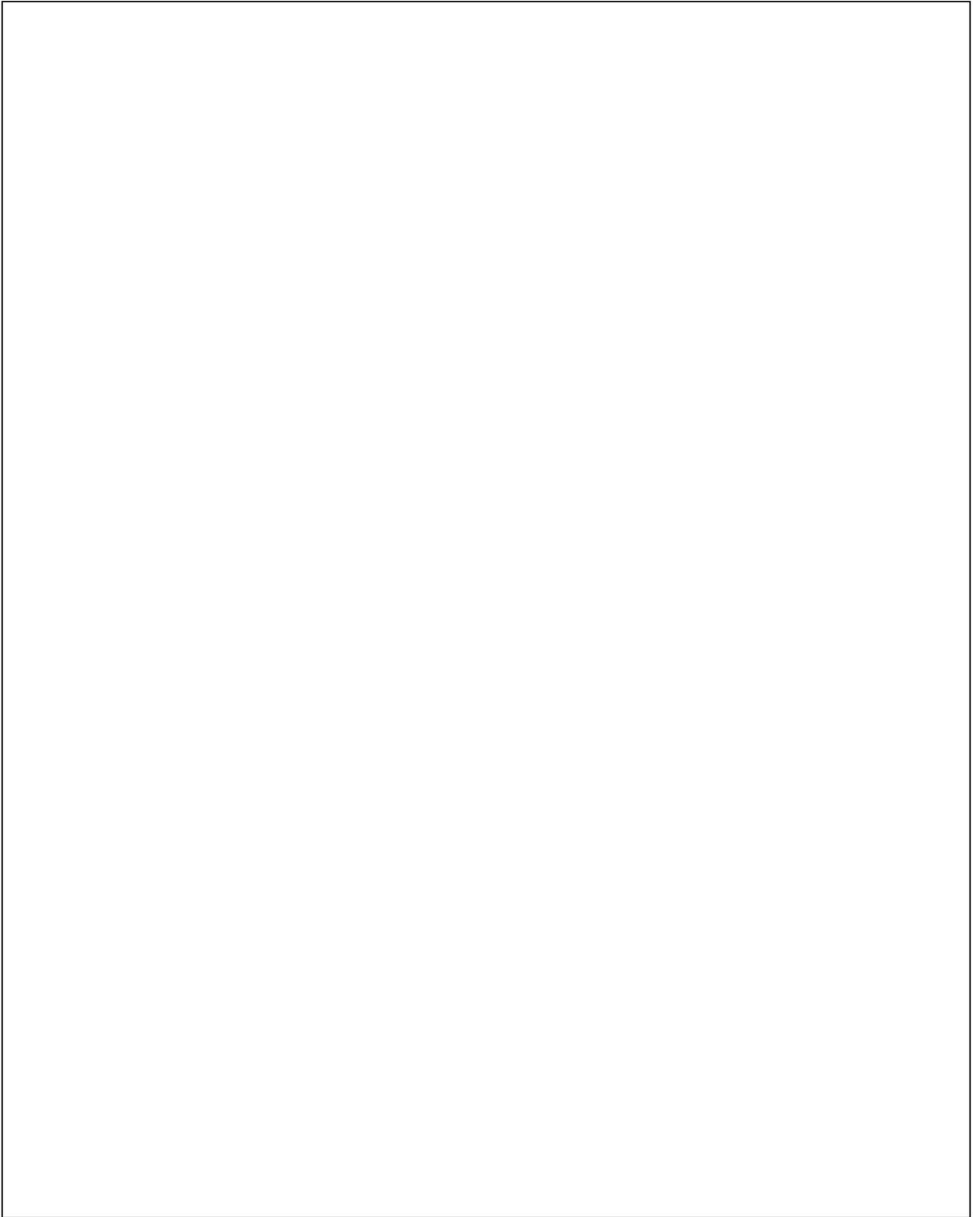
We have high expectations for their behaviour and relationships with other members of our school community. We believe that good behaviour is important and needs to be encouraged. We have a positive approach and believe that young children learn best when they are clear about how they should behave and 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 Behaviour Policy and Anti-bullying policy.

## 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 a school counsellor 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 .
- We have many visitors to school e.g. from the clergy, police force, fire service, charity workers, 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, dance and fun club. Clubs generally change half termly though some clubs run all year such as homework club for KS2 pupils. Some clubs incur a charge.



## ATTENDANCE 2018/2019

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

	School	National
Overall attendance	96.4%	95.8%
Persistent Absenteeism (Absent for 10% or more sessions)	5.6%	9.6%

Information based on school's internal data.

If your child is to be absent from school because of illness or other reasons please telephone school on the first morning of absence. We are happy to send work home if your child is likely to be absent for some time.

Should your child become ill at school, or have an accident, parents will be contacted as soon as possible.

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. **Only medicines prescribed by a doctor may be given to your child at school.** Please telephone or send a note if your child has an appointment or is to go home with someone different.

### Holidays during term time

Following recent legislation, Headteachers may not grant any leave of absence during term-time unless there are exceptional circumstances.

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 governing body.

**Please see the school website for our latest policy on Attendance updated for September 2020.**

## SCHOOL MEALS

School dinners 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 £2.10 per day at the juniors.

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 Simpson 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 SIMPSON 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.

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.

### **Avoid including these foods in packed lunches**

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 are <b><u>NOT</u></b> included in packed lunches.

## 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. Children in the juniors can purchase fruit and other healthy snacks from the healthy tuck shop at breaktime. A small amount of money is needed for this, or pupils can bring in a piece of fruit from home.

## 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](http://www.bowburnprimary.durham.sch.uk)

## PARENT HELPERS

We encourage parents 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 an on-line DBS check, information is available from the school office.

## SCHOOL UNIFORM

It is our school policy that we encourage all children to wear school uniform when attending school, 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.

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 1<sup>st</sup> 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: MRS J GLASS – 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, or Nursery, where a surveillance camera and telephone entry system are in operation.

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. Always let them close the door, and then press the buzzer. If the children are playing on the infant yard at playtime and lunchtime the gate enabling visitors to access the yard is locked. A member of staff will escort visitors into school during these times. 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 2020-2021

<b>Holiday</b>	<b>Closing Date</b>	<b>Date Re-open for Teaching Purposes</b>
Summer 2020 (6 weeks & 2 days)	Friday 17 <sup>th</sup> July 2020	Wednesday 2 <sup>nd</sup> September 2020
Autumn Half Term 2020 (1 week & 1 day)	Friday 23 <sup>rd</sup> October 2020	Tuesday 3 <sup>rd</sup> November 2020
Christmas 2020 (2 weeks)	Friday 18 <sup>th</sup> December 2020	Monday 4 <sup>th</sup> January 2021
Spring Half Term 2021 (1 week & 1 day)	Friday 12 <sup>th</sup> February 2021	Tuesday 23 <sup>rd</sup> February 2021
Easter 2021 (2 weeks)	Friday 26 <sup>th</sup> March 2021	Monday 12 <sup>th</sup> April 2021
May Day 2021 (1 day)	Friday 30 <sup>th</sup> April 2021	Tuesday 4 <sup>th</sup> May 2021
Summer Half Term 2021 (1 week)	Friday 28 <sup>th</sup> May 2021	Monday 7 <sup>th</sup> June 2021
Summer 2021	Friday 16 <sup>th</sup> July 2021	To be confirmed

## Privacy Notice for Parents/ Carers

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

Our data protection officer is Claire Noble.

### 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](mailto: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:

**Paul Soler**  
**Data Protection Officer**  
**Bowburn Primary School**  
**Surtees Avenue**  
**Bowburn**  
**Durham**  
**DH6 5DZ**  
**Tel: 0191 3770497**