



The Iona Day Nursery Parents' Handbook 2019

OFSTED Registration Number: 254590

IONA DAY NURSERY – OUR APPROACH

We strive to offer the highest quality of childcare in a loving and safe environment. Our work is influenced by the philosophies of Dr Rudolf Steiner, and we endeavour to work towards the ethics and values outlined in his educational principles.

Rudolph Steiner was an Austrian philosopher who personally led the development of the original Waldorf School back in 1919. His writings on child development emphasise the importance of having positive role models in early childhood. His philosophies have their roots in providing a safe, protected environment where children can freely develop within their own worlds.

Here in the physical space of the nursery first impressions can often leave one bewildered or confused. There are fewer toys, no plastic and no gaudily coloured equipment. You will most definitely not find a television! Space is of paramount importance as it allows the child's imagination and creativity flourish.

Cognitive, social, emotional and physical skills are accorded equal value in the nursery, and many different competencies are developed. Activities reflect the concerns, interests and developmental stages of the child and the carefully structured environment is designed to foster both personal and social learning.

Emphasis is given to regular patterns of activities both within the day and over each week. A cyclical pattern is reflected in ring games and displays related to seasons of the year.

Physical, emotional and cognitive development are subtly and inextricably linked. This view underpins and informs the nursery curriculum, which is tailored to meet the child's changing needs during each phase.

At each developmental stage the child presents a particular set of physical, emotional and intellectual characteristics, which require a particular (empathic) response in return. This is the basis of a "child-centred" education. The formative period is seen as the period of greatest physical growth and development. Structures in the brain are being refined and elaborated, a process that is not complete until after the change of teeth. Until that time the young child's primary mode of learning is through doing and experiencing – he or she "thinks" with the entire physical being.

The nature of this early learning is self-motivated, allowing the child to come to know the world in ways most appropriate to his or her age – through active feeling, touching, exploring and imitating; in other words, through doing. Only when new capabilities appear, at around the seventh year, is the child physically, emotionally

and intellectually ready for formal instruction. Through experiential, self-motivated physical activity the small child “grasps” the world in order to understand it – an essential pre-requisite for the later activity of grasping the world through concepts. Children are encouraged to master physical skills before abstract intellectual ones.

To complement the maturational timetable we acknowledge imitation as the prime means of children’s learning – hence adults in our nursery teach by imitation, and most of what the children learn at this stage is imparted by example. The child learns for life from life (the acquisition of language for example, takes place largely through imitation) and children model their behaviour on what happens around them. Adult activities stimulate direct responses in the young child and staff members endeavour to carry out their daily tasks in such a way as to be worthy of imitation.

The children are welcome, but not required to help in our activities. The activities of the staff may inspire the children to become independently active, finding their own learning situations in play. Children perceive and register everything the adults around them do – it isn’t only what one does that matters, but also how one goes about it. Staff members are conscious of their own moral influences upon the children, and of the development of good habits through imitation. One would expect to see a range of suitable activities for imitation taking place in the nursery. These might include domestic tasks such as baking, cleaning, caring for the room etc. All of these activities have a social, practical, moral and educational basis.

Steiner Waldorf nurseries identify rhythm as an important educational principle. Children need the reassurance of continuity, and regular events mark the nursery day, week and year. Seasonal activities celebrate the cycles of the year. A nature corner in the room reflects the changing natural world throughout the year, as do the themes of our songs, stories and poems. In addition, each week has its own regular rhythm of recurring activities, i.e. baking day, painting day, eurythmy day etc.

Every day has its own smaller rhythms that support the day’s activities. These daily rhythms help the child to feel secure and to know what to expect. A “tidy up song”, for example, might signal the end of one activity and the beginning of another. The day is structured so that there is a varied pace – with periods of contraction and expansion – providing a balance between times of activity and times of rest. Working with rhythm helps children to live with change, to find their place in the world, and to begin to understand the past, present and future. It provides a very real foundation for the understanding of time – what has gone before and what will follow – and helps children to relate to the natural and human world. Attention to rhythm promotes healthy development and leads to a balanced life later.

The minimal amount of toys we have in the nursery allows the children to play creatively and imaginatively – a wooden brick can be anything from an aeroplane to a

mouse! A piece of muslin cloth could be a pirate's bandana, a superhero's cape or the roof of a den – the possibilities are endless!

Generally the staff do not get overly involved in playing **with** the children here, and you will often see them sitting and observing. This may sound odd, but we believe it is important that the children are free to explore and play **their** way rather than our way. We do not seek to lead or interpret what they are doing as we see this as taking something away from their experience. Of course we have to intervene when tempers fray, and we certainly have to have our wits about us to divert arguments, but self-directed play is a catalyst to learning. The wonderful thing is, of course, that the children don't know that they are learning and that they have such fun! Our role as staff is to provide them with the space and time to explore, to find out how things work and to discover who they are in relation to other people. If we were to constantly interrupt, ask questions and direct their play we would be stopping them from developing naturally and holistically.

If you have any questions on any aspect of Steiner's influence on the nursery then please do not hesitate to ask any of the nursery staff. They should be able to answer most of your queries, or point you in the direction of a very extensive reading list.

As with all childcare establishments we are OFSTED regulated. However, unlike most state nurseries, we do not seek to focus on early childhood education. The children in our care learn from experience rather than from being "taught". Please ask if you would like to see a copy of our most recent OFSTED report.

THE STATUTORY EYFS AND EXEMPTIONS

The Statutory **Early Years Foundation Stage** (EYFS) Birth – 5 years, applies to all settings including ours. It sets out both learning and development requirements and safeguarding and welfare requirements for children from birth to 31 August following their fifth birthday. You can find out more about the EYFS in the *Guide to the EYFS in Steiner Kindergartens*, which you will find in your kindergarten or on <http://www.steinerwaldorf.org>. You can also find a *parent's guide to the EYFS* on the government website <http://www.foundationyears.org.uk>

Because there are areas which conflict with the Steiner Waldorf early childhood principles and practice, we have received some 'Exemptions and Modifications' to the EYFS Learning and Development requirements and Assessment regulations under the 'Established Principles' route. These are mostly to do with the introduction and in some cases formal teaching of reading, writing, mathematics and use of IT/media and electronic gadgetry. There is no exemption from the safeguarding and welfare requirements. (See list of *Exemptions and Modifications* in the Nursery).

Policy on Confidentiality

To meet the needs of all of the children in our care it is important to share information with parents and between nursery staff.

In some circumstances, it may also be necessary for the nursery to seek the help and advice from outside professionals. If this action is taken, the parents' permission will normally be sought.

Any information and knowledge kept at the Nursery will be kept securely and confidentially.

Parents wishing to view their child's records may discuss this with the Nursery Manager and an appointment will be arranged.

All members of staff will agree to respect the nursery's Confidentiality Policy.

The Iona Day Nursery Information

The Iona Day Nursery, established in 1992, is part of the Iona School Association.

Both the school and nursery are governed by the collaborative efforts of the parents, the College of Teachers and the School Council.

Our Nursery Manager, **Janine Skivington** manages the daily running of the nursery.

All the nursery staff are qualified or working towards qualification.

The nursery itself is located approximately 5 minutes from the city centre. Sneinton is well signposted from the city, and Sneinton Dale is the main road through the suburb. There is a frequent and reliable bus service, (No **43**, The Red Line, Nottingham City Transport) from King Street and/or Parliament Street, and there are bus stops close to the entrance to the school and nursery car park.

Both the nursery and school are situated behind the 'Bakersfield Community Centre'. The nursery is signposted from the car park and entry can be gained via the steps to the left of the car park. Access with pushchairs is made easier by following a route around the school buildings and through the playground.

For security purposes all doors to the nursery are kept locked at all times. Please ring the bell or knock on the window for assistance.

The Iona Day Nursery is not state funded. This has two main implications:-

- 1. We are unable to offer free childcare places.**
- 2. We are free to adopt a different approach to childcare.**

Should you have any questions regarding the nursery policies, procedures or Ofsted registration please speak directly with our Nursery Managers, or a member of the staff team, alternatively you could always visit our website www.theionaschool.org.uk where you will find everything you are looking for.

We are a registered childcare facility and are Ofsted inspected. Copies of our most recent Ofsted report are available for your perusal on the website www.theionaschool.org.uk or you can request hard copy at any time from the Nursery manager nursery@theionaschool.org.uk or the school manager fiona@theionaschool.org.uk

Should you have any questions regarding the nursery policies, procedures or Ofsted registration please speak directly with our Nursery Manager, or a member of the staff team.

Does your child attend another setting as well as Iona?

If so, it is vital that you tell us immediately so we can share information.

Mobile phones

We request that Parents or visitors do not bring **mobile phones** or **recording devices** into the Nursery, we do have lockers in the reception for this purpose.

If your child attends two or more settings

If your child comes both to Iona Nursery and another Nursery, we would request that let the staff know immediately so information can be freely shared.

Safeguarding and staff training

All staff have a qualification in safeguarding. If you have a safeguarding concern, please do refer to our policy for the names and numbers of all safe guardians. All staff have a paediatric first aid certificate, food hygiene training and we have a designated fire marshal in the nursery

Private babysitting

Sadly, our wonderful staff are not available for private babysitting arrangements

Childcare vouchers

We are happy to accept salary sacrifice child care vouchers, please speak to the school manager of 0115 9415295 to discuss this, or by email fiona@theionaschool.org.uk

What information will you receive?

For the under twos' you will be given a daily feedback form , this will tell you what they have eaten, any medication that has been given (prescribed only) any first aid treatment and their sleep/play times. We will also include any further information you need to know.

For over two, this information is verbally communicated, unless you have been asked to sign a medical consent form or an accident form.

Our team

Janine Skivington- Nursery Manager - Level 3 Qualified

Janine works in the setting on a Monday to Friday.

Svitlana Kovbar – Deputy Nursery Manager – Level 3 Qualified

Svitlana works in the setting on a Tuesday, Wednesday, Thursday and Friday.

Lydia Belle - Nursery Nurse - Level 3 Qualified

Lydia works in the setting on a Monday, Tuesday, Thursday and Friday.

Anmarie Niemczenko - Nursery Nurse - Level 3 Qualified

Anmarie works in the setting on a Tuesday and Thursday.

Lauren Deakin - Nursery Assistant - Level 2 Qualified

Lauren works in the setting on a Monday, Tuesday, Wednesday and Thursday.

Fiona Franklin - Nursery Assistant - Level 2 Qualified

Fiona works in the setting on a Monday, Tuesday, Wednesday and Thursday.

Nicole Bull – Nursery Nurse – Level 3 Qualified

Nicole works in the setting on a Monday, Wednesday, Thursday and Friday.

Caitlin Skivington – Nursery Trainee – Working towards level 2.

Caitlin working in the setting on a Monday, Wednesday, Thursday and Friday.

Shanae McKenzie – Nursery Trainee – Working towards level 2.

Shanae works in the setting on a Monday, Tuesday, Wednesday and Friday.

Jade Dooley – Nursery Nurse – Level 3 Qualified.

Jade works in the setting on a Monday, Wednesday, Thursday and Friday.

All the Nursery staff are qualified or working towards a qualification. The staff regularly attend various training courses such as First Aid, Safeguarding Children, Food and Hygiene Behaviour Management, Special Needs and Diversity.

Session fees from September 2018

The nursery is open Monday to Friday 8.00am until 5.45pm all year, except bank holidays and approximately 1 week over the Christmas period.

You are entitled to one week's free holiday a year provided we are given one month's notice.

The session times are as follows;

- **Full day:** 8.00am until 5.45pm inclusive of breakfast, lunch and tea.
- **Morning:** 8.00am until 12.45pm. This includes breakfast for those children arriving before 9.00am and a hot lunch at 11.45am.
- **Afternoon:** 12.45pm until 5.45pm. This includes tea at 3.30pm.

	0-2 years	Over 2
Half Session	£32.98	£30.22
Full Day	£50.36	£47.85
Full week	£225.37	£210.25

Key Worker procedure

When a new child begins attending Iona Day Nursery, they will be allocated a Key Worker.

Each member of nursery staff, excluding the manager and any apprentices, will be allocated a number of children for their Key Worker group.

Full time members of staff will have more children in their group than part time staff.

As a new child begins attending, the nursery manager will choose a member of staff to be their Key Worker.

The Key Worker's main responsibilities will be to observe the child and write developmental records regularly, highlighting personal progress in the key areas of learning -

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

These records will give a picture of the child's development and highlight any areas of concern.

Staff will regularly discuss their findings with their colleagues and manager.

Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am	Breakfast Time	Breakfast Time	Breakfast Time	Breakfast Time	Breakfast Time
9.00am	Free Play	Free Play	Free Play	Free Play	Free Play
9.30-10.00am	Tidy up then Ring Games (seasonal)	Tidy up then Ring Games (seasonal)	Tidy up then Ring Games (seasonal)	Tidy up then Ring Games (seasonal)	Tidy up then Ring Games (seasonal)
10.00am	Snack Time	Snack Time	Snack Time	Snack Time	Snack Time
10.30am	Sensory	Creative	Wet on Wet Painting	Bread-making	Nature Trail on the Land
11.00am	Outdoor Free Play Weather permitting	Outdoor Free Play Weather permitting	Outdoor Free Play Weather Permitting	Outdoor Free Play Weather Permitting	See Above
11.45am	Tidy up then Lunch Time	Tidy up then Lunch Time	Tidy up then Lunch Time	Tidy up then Lunch Time	Tidy up then Lunch Time
12.50pm	Storytime	Storytime	Storytime	Storytime	Storytime
1.00pm	Rest time	Rest time	Rest time	Rest time	Rest time
2.30pm	Free Play	Free Play	Free Play	Free Play	Free Play
3.30pm	Tidy up then Tea Time	Tidy up then Tea Time	Tidy up then Tea Time	Tidy up then Tea Time	Tidy up then Tea Time
4.15pm	Free Play	Free Play	Free Play	Free Play	Free Play
5.30pm	Tidy Up Time	Tidy Up Time	Tidy Up Time	Tidy Up Time	Tidy Up Time
5.45pm	Close	Close	Close	Close	Close

Please note - This timetable is for illustration purposes only, and times and/or activities may change due to unforeseen circumstances.

Nursery, School and Kindergarten Menu

Monday

Jacket Potato with Cheese and Beans. Salad or Vegetables on the side
Lemon Sponge with Custard

Tuesday

Vegetable Curry with Rice (Week 1) Vegetable Chilli with Rice (Week 2)
Double Chocolate Orange Sponge with Custard

Wednesday

Cheesy Vegetable Pasta Bake with Colourful Vegetables
Parkin with Custard

Thursday

Quorn Sausages with Mash Potato, Vegetables and Gravy.
Jelly

Friday

Lentil Bolognese with Spaghetti.
Jam and Coconut with Custard

Nursery Tea Time Menu

Monday

Pitta Bread. Carrot and Cucumber sticks with Hummus.

Tuesday

Home made Leek and Potato Soup with Home-made Bread.

Wednesday

Fresh bread or toast with a variety of jam Or Toast with Spaghetti Hoops.

Thursday

Pasta bake with vegetables.

Friday

Cheese Scones. Carrot and Cucumber sticks with Hummus.

We try to use local and organic vegetables where possible. All fruit and veg are fresh and meals are made from scratch every day.

Menu subject to change at short notice, however we will attempt to stay as close to the above menu.

All meals are served with fresh fruit for pudding and/or yoghurts.

Useful information

- Collection of children policy - <http://www.theionaschool.org.uk/wp-content/uploads/2012/02/collection-and-failure-to-collect-children-policy.pdf>
- Medicines policy - <http://www.theionaschool.org.uk/wp-content/uploads/2012/02/Medicines-Policy.pdf>
- Financial policy - <http://www.theionaschool.org.uk/wp-content/uploads/2012/02/financial-policy16.pdf>
- Mobile phone policy - <http://www.theionaschool.org.uk/wp-content/uploads/2012/02/Mobile-phone-policy.pdf>
- Complaints policy - <http://www.theionaschool.org.uk/wp-content/uploads/2012/02/Complaints-policy16.pdf>

Additional policies are available at

<http://www.theionaschool.org.uk/admissions/policies-and-procedures>

Policy for settling children into the nursery

It is of paramount importance to this nursery that all children should be treated with great care and consideration. A new child should feel comfortable, cared for and welcomed into the life and routine of the nursery.

During the first few sessions, you have the option to:

- Stay with your child if you wish (although sometimes this is counter productive. Please discuss this with staff)
- Stay with your child for part of a session
- Leaving your child for the whole session

We can give advice on this if asked, but it is our preference that you do what you feel is best for your child. We fully appreciate that this can be a difficult time to parents and children alike.

It is our policy that, so far as is possible, nursery sessions should run in the normal way when a parent or carer is present. We feel it useful for you to be able to see the regular pattern of what happens during the day, how the staff cope with anything unexpected and, in particular, the level of care received by all children in the nursery. When your child starts nursery we are happy for you to phone to see how they are getting on. We fully understand that parents and carers are concerned about their child's welfare and may feel upset at leaving them in some else's care. We aim to alleviate these concerns, but if your child is upset it is our policy to tell you, thus giving them the option of calling again to monitor the situation.

If your child remains inconsolable it is the policy of the nursery to call the parent or carer to discuss the matter further. Parents and carers can often offer ideas to help nursery staff better understand their child's needs.

Ofsted Report

<http://www.theionaschool.org.uk/admissions/ofsted-report-2010>

Regulations and General guidance for parents

Age Range

6 weeks to 3½ years of age.

Hours

Monday to Friday- 8.00am - 5.45pm

Morning Session - 8.00am - 12.45pm

Afternoon Session- 12.45pm - 5.45pm

Meals Included

Breakfast (if requested before 9.00am)

Mid-morning snack -10.00am

Lunch -11.30am

Afternoon tea -3.30pm

Children are served a balanced and healthy vegetarian diet using fresh vegetables and fruit (organically grown whenever possible). Various cereals are available for breakfast, and sandwiches or crackers are served at teatime. Water is available throughout the day.

Special diets (dairy/wheat free, lactose intolerant etc.) can be catered for. Please discuss this with the nursery staff and/or the cook.

Nursery Holidays

The Iona Day Nursery will be closed on Bank Holidays and for one week between Christmas and New Year.

Staff

We employ staff who are either qualified (NNEB, NVQ II and III, Diploma) and Nursery Assistants experienced in childcare. Occasionally we may have an apprentice, who will be trained under our care whilst they are on their NVQ course. We do not accept students or work experience placements in the nursery.

Clothing

We ask that children are suitably dressed so that they feel comfortable and able to join in the activities of the nursery. As we often engage in outdoor play it is important that children do not attend nursery in their "best" clothes, as they may go home dirty! We ask that children do not wear clothes with logos, designer label names or cartoon characters.

Whilst we understand that it is hard to find plain children's wear, unfortunately images, intrusive patterns, elaborate sequins and/or flashing shoes distract the

children from their play. They also become very concerned and aware of their clothing and worry about getting it damaged.

Children should have plenty of warm clothes (hats, coats, scarves, gloves etc.) to enjoy outdoor play in winter, and a sun hat and sun cream for summer time.

Please make sure that all of your children's clothes and belongings are **clearly labelled** with their name. Bibs and aprons will be provided by the nursery as and when required.

A spare set of clothing should be provided in a bag to be hung on the children's peg.

Toys

We ask that children do not bring their own toys to nursery, as this often causes conflict and distracts children from their play.

Babies

Parents are asked to bring in a carton of the milk formula of their choice to leave at nursery. All equipment used for feeding babies under a year old is sterilised. Bottles will be made up by the nursery staff as required, and discarded after one hour. The nursery keeps supplies of baby cereals for use at breakfast time, and at lunchtime babies will be fed a puréed or mashed child's lunch. All prams, pushchairs, bouncers and booster seats used at nursery have safety harnesses.

Pushchairs

There is space for buggies and pushchairs to be left at nursery during the day if this is helpful. This is in the storage room at the entrance of the baby room. These must be folded down and given to the staff to store.

Nappies

Parents should provide nappies for any child needing them. Nursery staff will advise you when more are needed. We use pure cotton wool and water at each nappy change, but are happy to use wipes if you prefer, although you will need to provide them.

Session changes

Should parents need to make changes to their child's regular pattern of sessions, a month's notice should be given in writing to the Nursery Manager. A form is available for this purpose. Should you wish to book extra nursery sessions please complete a booking form and pass it on to a member of nursery staff. You will be invoiced for any extra sessions in arrears. Any nursery sessions booked as extra and not used will still be charged for unless a notice period of one week given.

Payment

Parents will receive invoices from the nursery on a 4 weekly basis. Payment can be made by Standing Order (forms available from the manager), or by cheque made payable to "Iona School Association." You will be given a receipt for your records.

Policies

Our operational policies and procedures are available for parents and carers to view at any time. Please make an appointment with the Nursery Manager. Key policies, such as safeguarding and complaints etc. can be viewed on www.theionaschool.org.uk

Records

The nursery needs to keep records of all children in its care. These will include factual information such as the child's home address, date of birth and emergency contact information, as well as copies of any correspondence between nursery and home and also observations that may have been made by your child's Key Worker for developmental records. You are welcome to view the contents of your child's file, but please arrange an appointment to do so with the Nursery Manager. All of our records are kept in a locked, secure cabinet, and are totally confidential.

Collection

Each child must have at least two nominated collectors. Parents are required to provide the nursery with work, home and mobile telephone numbers of all collectors, as well as a password for those collectors who are not the child's immediate carers. Should someone other than the usual collectors arrive to collect a child, staff will be unable to release them until parental permission has been sought and granted. Please keep the nursery informed of any changes to your personal information, as well as changes in details relating to your nominated collectors. Every six months the nursery will request that all parents complete a new "Personal Details Form" to ensure that all details held at the nursery are up to date.

Late Collection

Should you unexpectedly be unable to collect your child before the nursery's usual closing time you must telephone and make nursery staff aware of this as soon as possible.

The final pick is by 5:45pm. We will charge a parent who is late for pick up a £15.00 surcharge. The manager can waive this fee in exceptional circumstances.

If you need to arrange for someone unknown to nursery staff to collect your child you must arrange for the nursery and that person to have a "password". Nursery staff will only release your child to this person if the correct password is given.

Nursery staff have a duty to stay with any child that is not collected on time, and will make every effort to contact parents, nominated collectors and emergency contacts. However, nursery staff cannot remain with an uncollected child indefinitely, and therefore the local social services department will be contacted if nursery staff are unable to reach any of the above people and an hour elapses after the usual nursery closing time.

Medicines

Only medicines prescribed by a GP can be administered by the nursery staff. This must have a pharmacy label with the child's name on.

Written parental consent will be sought before any prescribed medication is administered, and parents will be required to fill out a form authorising and describing

the medication, as well as the times for administration. The medication must be clearly labelled with the child's name, as well as dosage and storage instructions. The staff member who administers the medicine will record the time and dosage given. We do not give 'first doses' or non-prescribed medication.

Illness

We ask for parental co-operation in keeping sick children at home. Please notify us early in the day if your child will not be in and indicate the nature of the illness. If you are unsure whether your child is well enough to attend nursery, please call us and discuss this with a member of nursery staff, who will be happy to advise you. If a child becomes ill at nursery we will contact parents so that arrangements can be made for the child to be collected and taken home.

Accidents

If your child has an accident or sustains an injury whilst in our care, the details will be recorded in the "Accident File". You will be required to sign the form to indicate that you have been informed of the incident and of any first aid given. There will always be a First Aider on duty.

Obviously staff would contact you immediately should they think any injury to be severe. Generally, you would be asked to collect your child and arrange to see a GP, but in an emergency staff would arrange transport to Paediatric Accident & Emergency.

If you have any questions regarding anything at all, Please speak to Janine or a member of the Iona staff.

The Iona School/Nursery

Privacy Notice

Why do we collect, share and hold pupil information

Why do we collect and use pupil information? We collect and use pupil information under the Education Act 1996.

The EU general data protection regulation 2016/679 (GDPR) takes effect in May 25 2018

In particular article 6 and 9 of the GDPR

Article 6 GDPR;

Processing is necessary for compliance with a legal duty to which the controller is subjected

Article 9 GDPR ;

for substantial public interest on a legal basis

<https://www.gov.uk/education/data-collection-and-censuses-for-School/Nurserys>

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
-

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

- Personal information (such as name and address)
- Any relevant medical information
- Special educational needs
- Exclusions and behavioural information
- Assessment information
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for until they reach 25years of age.

Who do we share pupil information with?

We routinely share pupil information with:

- School/Nurserys that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we 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 are required to share safeguarding information with the LA and a School/Nursery the child moves on to.

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

The School/Nursery must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest

The processing is necessary for reasons of substantial public interest.

Vital interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

Requesting access to your personal data

Under data protection legislation, parents 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/Nursery manager

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the 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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the School/Nursery manager in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School/Nursery relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School/Nursery has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the School/Nursery. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid School/Nursery fees are due;
- Facilitating the efficient operation of the School/Nursery; and
- Ensuring that all relevant legal obligations of the School/Nursery are complied with.

In addition your personal information may be processed for the legitimate interests of others. For example another School/Nursery will have a legitimate interest in knowing if you have not paid School/Nursery fees that are due to us.

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the School/Nursery manager

Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation

Where the School/Nursery needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed.

Public interest

The School/Nursery considers that it is acting in the public interest when providing education.