



# ABOUT YOUR CHILD

## STARTER PACK

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Dear Parents / Carers,

Please find enclosed an About Your Child pack, please read the forms and leaflets contained in it. I would be grateful if you could complete and return to school the relevant forms as soon as possible. When returning the forms can you also provide your child's birth certificate for us to copy and return to you. If I can be of any further assistance please do not hesitate to contact the school.

NB. As soon as we are in receipt of your returned forms we will contact you to arrange a start date.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Tina Kearney".

Tina Kearney

Head Teacher

Rectory Lane Health Centre  
Rectory Lane  
Loughton  
Essex  
IG10 3RU

07773 207914

Dear Parents/Guardians

My name is Maria Barnard and I am the School Nurse for Oak View School. I work for Virgin Care 5 – 19 Children's services. I am based at Rectory Lane Health Centre in Loughton and visit the school throughout the week. Monday, Tuesday and Thursday are my main days to visit though these days can be subject to change. My contact details are at the top of this letter, or you can always leave me a message via school.

Should you have any health concerns for your child throughout their time at school or if I can be of any assistance, please feel free to contact me. I work closely with the multi-disciplinary team at Oak View including Health Visitors, Physio, OT, Dietician and Speech and Language team as well as the Paediatrician.

Dr Venkatraman is Oak View's Consultant Paediatrician and we would like to offer your child an appointment yearly at school. Appointments will be sent to you directly from the Child Development Centre. Dr Venkatraman can be contacted either via myself or her secretary at:-

**Child development Centre, Minton Lane, Church Langley, Essex, CM17 9TG  
01279 808230**

Please contact me if you wish your child to be seen at the school based clinic.

The 5 – 19 service also support the school with Personal and Social Health Education (PSHE) and we may be asked to deliver sessions with the class team throughout the school year e.g. hygiene sessions, puberty, dental care. Again, please feel free to ring me to discuss if you wish.

Please do not hesitate to contact the team on the above numbers if you need any help of support during your child's time at school. I work Monday to Friday 08.00am – 3.30pm.

Yours faithfully,

Maria Barnard  
School Nurse  
07773 207914

Dr Venkatraman  
Consultant Paediatrician  
Child Development Centre  
01279 808230

**PUPIL INFORMATION SHEET****Admission No.**.....**Admission Date.**.....**EHC Date.**.....

(NB Stored in Computer for office use only)

<b>Child's SURNAME</b> ..... Middle Name(s)..... Date of Birth..... Ethnicity.....	<b>FORENAME</b> ..... Gender..... Religion..... Home Language..... Country of Birth.....
<b>Parent/Guardian</b> <b>Mother</b> ..... Date of Birth..... Occupation..... Home Address..... ..... Post Code..... Home Tel..... Work Tel..... Email.....	<b>Brothers / Sisters Name(s)</b> ..... ..... ..... ..... <b>Child's Family Position</b> e.g. youngest / eldest etc .....
<b>Father</b> Name..... Date of Birth..... Occupation..... Home Address..... ..... Post Code..... Home Tel..... Work Tel..... Email.....	<b>Social Worker</b> (if any) Name..... Address..... ..... Tel No.....  <b>Previous School</b> (if any) Name..... Address..... ..... Tel No.....
<b>Name of any other carer</b> (if applicable) Name..... Address..... ..... Tel No.....	<b>Child's Doctor</b> Name..... Address..... ..... Tel No.....
<b>Emergency Contact</b> Name..... Address..... ..... Tel No.....	<b>Emergency Contact</b> Name..... Address..... ..... Tel No.....
<b>Medical Needs – Details of any medication</b> ..... ..... .....	<b>Details of any allergies</b> ..... ..... .....
<b>Additional information – Communication methods and behaviour strategies</b> ..... ..... .....	
Swimming and PE I hereby give permission for my child to participate in the school swimming and PE sessions and know of no physical problem which would cause his/her exclusion. (If in doubt a medical can be arranged)  Signed.....(Parent / Carer)    Date.....	

**OAK VIEW SCHOOL**  
**SCHOOL ENTRY – INFORMATION FROM PARENTS**

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It would be useful for us in planning for your child's education to have your views regarding your child's progress so far and any particular areas that you feel need attention.

Areas where you feel your child has made progress:

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Areas that cause you particular concern:

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Any other information about your child that may be useful:

e.g. level of independence in eating, toileting, dressing etc. behaviour patterns, sleeping patterns or anything else you feel may be relevant.

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Child's Name.....

Signed.....Date.....

**OAK VIEW SCHOOL**  
**PUPIL HEALTH INFORMATION**

Child's Name.....

Date of Birth.....

1. Does your child take any tablets / medication on a regular basis: YES / NO

If YES, please indicate what medication is taken and for what reason:

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2. Does your child have any medical conditions that the school should be aware of: i.e. Asthma, Hay Fever, Epilepsy.

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3. Does your child see any hospital consultant on a regular basis: YES / NO

Consultant's Name\_\_\_\_\_

Hospital\_\_\_\_\_

Reason\_\_\_\_\_

4. Do you think your child has any difficulty with hearing?

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5. Do you think your child has any difficulty with seeing?

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6. Does your child have any allergies e.g. food, plasters, nuts?

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Signed..... Date.....

**OAK VIEW SCHOOL**  
**OCCUPATIONAL HEALTH and PHYSIOTHERAPY INFORMATION**

**Child's Name..... Date of Birth.....**

1. Is your child receiving physiotherapy or occupational therapy at present? YES / NO

Please give details i.e. name of therapist, when, where

Name of Therapist \_\_\_\_\_

Contact Number \_\_\_\_\_

How often seen \_\_\_\_\_

Where seen \_\_\_\_\_

2. Has your child had any operations / surgery to muscles or joints?

Please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What is your child's level of mobility i.e walking, sitting, transfers, rolling, balance.

Please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does your child have any specialised equipment?

e.g. walking aids, standing frame, seating, splints:

Please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed..... Date.....



**OAK VIEW SCHOOL**  
**SPEECH & LANGUAGE PUPIL INFORMATION**

**Child's Name.....**      **Date of Birth.....**

1. Has your child ever attended speech and language therapy? YES / NO

If Yes:

When did he/she last attend? \_\_\_\_\_

Name of Therapist \_\_\_\_\_

Name of Clinic \_\_\_\_\_

2. Have you any concerns about your child's speech and language development? YES / NO

- a) The clarity of his/her speech or the way he/she says words

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b) The amount he/she says or the way he/she links words into sentences

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c) His/her understanding of language

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments

\_\_\_\_\_  
\_\_\_\_\_

## **Ref: Messages Sent Home**

As you will know, we try very hard to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed.

However you might also be aware that sending written information home can be rather 'hit and miss' with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

We use a service called Schoolcomms which enables schools to send their letters and messages direct to parents by email and text message. We hope the result of this will be that you receive information from the school in a more reliable and efficient manner, and that you will no longer need to trawl through the contents of your children's school bags!

In order to use Schoolcomms we need to collect parent email addresses and mobile telephone numbers and would ask you all to complete the form below. Please be assured Schoolcomms service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

✂-----

I am able / not able (please amend) to receive information and give / do not give permission for my email address & mobile number to be registered with Schoolcomms

Parent's Name/s \_\_\_\_\_ / \_\_\_\_\_

Childrens' Name \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ Class \_\_\_\_\_

My Email address/es \_\_\_\_\_ / \_\_\_\_\_

Mobile Telephone Number/s \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Ref: Trampolining**

As you may be aware there are trampolines in our playground areas accessible to supervised pupils. However, due to the nature of this activity it is vital that students with certain disabilities seek medical advice from their GP or hospital consultant before participating. This is particularly relevant to students with Down's Syndrome.

If your child has any of the following conditions it is vital that you consult your GP or hospital consultant to confirm they are able to participate in this activity.

- Atlantic Axial Instability
- Shunt
- Detaching Retina

If you have any concerns at all about your child participating in trampolining then please seek medical advice

We would like to have as many pupils as possible involved where appropriate.

If you know of any reason why your son/daughter **cannot** take part in these sessions can you please complete the form below.

✂-----

### **PERMISSION FOR TRAMPOLINING**

☐ I confirm that I have sought medical advice and my child has no medical condition that would preclude them from taking part in trampolining.

☐ My child is NOT able to participate in trampolining for the following reasons;

Child's Name.....

Class.....

Signature.....

Date.....

**Ref: Therapist Observations**

On site at Oak View we have a range of therapists that support our pupil’s well-being and development. Equally, these therapists work alongside our staff to ensure best practice and consistency in our approach.

We have;

- Speech and Language therapy
- Occupational therapy
- Music therapy

At times our staff may require the therapists to make classroom observations, either to develop a plan around sensory regulation or as a means to inform a future therapy session.

These observations are strictly confidential and will only be shared between the professionals involved with the pupil. Please fill in the box below and return to reception.

✂-----

**PERMISSION FOR OBSERVATIONS**

- ☐ I confirm that I am happy for a therapist to observe my child
- ☐ My child is NOT able to be observed by an therapist

Child’s Name.....

Class.....

Signature.....

Date.....

## **Ref: Photography Consent**

### CONSENT TO USE AN IMAGE OR PHOTOGRAPH OF A CHILD AGED UP TO 18 YEARS

We take the issue of child safety very seriously and we would never knowingly use an image of your child/children without your prior consent.

From time to time we may wish to publish photographs of students, in the school newsletter or in the local newspaper. We might also use their image on a computer-generated display, for example during Presentation Evenings, Parents' Evenings.

Would you please complete the slip below, indicating whether or not you give permission for your child's photograph to be used, either in a group setting or as an individual.

Where an individual photograph is used, please indicate if you would like us to seek your permission **each time** a photograph might be used.

Please return the complete the slip below and return to the school office attention of Mrs Denise Cross.

✂-----

### **PERMISSION FOR PHOTOGRAPHY**

I understand that from time to time the school may wish to publish my child's photograph. I indicate below my wishes in this regard.

Name of Student \_\_\_\_\_

Contact Tel. No: \_\_\_\_\_

Parent/Carers Signature \_\_\_\_\_

	Please tick where (✓) applicable
I give permission for my child's photograph to be used in school publicity	
I <b>do not</b> give permission for my child's photograph to be used in school publicity	

## FORM 3B

### Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of school/setting	<input type="text"/>
Date	<input type="text" value="/"/> <input type="text" value="/"/>
Child's name	<input type="text"/>
Group/class/form	<input type="text"/>
Name and strength of medicine	<input type="text"/>
Expiry date	<input type="text" value="/"/> <input type="text" value="/"/>
How much to give ( <i>i.e. dose to be given</i> )	<input type="text"/>
When to be given	<input type="text"/>
Any other instructions	<input type="text"/>
Number of tablets/quantity to be given to school/setting	<input type="text"/>

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact	<input type="text"/>
Name and phone no. of GP	<input type="text"/>
Agreed review date to be initiated by [ <i>name of member of staff</i> ]	<input type="text"/>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

**OAK VIEW SCHOOL**  
**ALLERGEN AND INTOLERANCE FORM**

Child's Name.....

Date of Birth.....

1. Does your child have an EpiPen: YES / NO

2. Does your child have any food allergies?

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3. Does your child have any intolerances?

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4. Does your child have dietary requirements? (eg. Religious/restricted)

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Print Name.....

Relationship to child.....

Signed..... Date.....

## **Pupil Premium**

Since September 2014 the nationwide scheme 'Universal Infant Free School Meals' has been available. This means that all children attending school in Reception, Year 1 and Year 2, are entitled to free school meals, regardless of income or eligibility for benefits. By receiving free school meals you can save over £437.00 a year and ensure your child is eating a healthy, balanced meal every day. **IMPORTANT** If your child is going into Year 3 in September and eligible for Free School Meals you will need to apply at the end of the Summer Term in order that your application can be processed in time for the Autumn Term.

### **How Universal Infant Free School Meals affects Pupil Premium**

Oak View School will receive Pupil Premium for every primary-aged pupil registered as eligible for free school meals at any point in the last 6 years. Students don't have to take our meals if they don't want to but, if they are on our Free School Meals register the school receives Pupil Premium which has to be spent to directly benefit the education of free school meals students. Its purpose is to ensure that children from low income families are not at a financial disadvantage during their education as a result of home circumstances.

### **Is my child eligible for Pupil Premium?**

In order for the school to receive the Pupil Premium funding a Parent/Carer must be claiming one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income below £16,190
- Pension Guarantee Credit
- Employment and Support Allowance, income related
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit, with a household income of £7,400 or less (after tax and not including any benefits you get)

In order to register your Child to receive Free School Meals and Pupil Premium you will need to go to the following website and follow the instructions:

<http://www.essex.gov.uk/Education-Schools/Schools/Pupil-Parent-Support/Pages/Healthy-Living-School-Meals.aspx>

Alternatively, you can complete the attached form and return it to school with proof of your eligibility.

If your child is in receipt of Universal Free School Meals but you are eligible for Pupil Premium please fill out the attached form and return it to the office with proof of your eligibility. We will add your child to our list and be able to claim this valuable funding to support your child.



## FREE SCHOOL MEAL – PUPIL PREMIUM

Child's Name	
Parent/Carer's Name	
Relationship to Pupil	
National Insurance Number or National Asylum Seeker Number	
Date of Birth	
Email Address	
Benefit in receipt of	
Statement	<p>I confirm that I have parental responsibility for the child(ren) named on this form.</p> <p>I agree that you can use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial and ongoing entitlement.</p> <p>If I am assessed as eligible for free school meals, I understand that this information may also be used to assess my entitlement to school transport (if applicable).</p> <p>If I am assessed as eligible for free school meals, I understand that my eligibility will be re-checked regularly throughout the year to determine continued entitlement, and that I may be required to submit paper proof of benefit.</p> <p>I will inform you if I or my child(ren) change address.</p>
Signature	
Date	

If your child is in receipt of Universal Free School Meals but you are eligible for Pupil Premium please fill out this form and return it to the office **with proof of your eligibility**.

We will add your child to our list and be able to claim this valuable funding to support your child.

## **Further Information**

### **Class Funds**

A large number of activities are offered to pupils for which no direct charge is made, i.e. morning/afternoon refreshments, cooking, travel, sporting activities, class events etc. In order for these activities to take place we ask for your support in sending £2.00 class funds contribution to your class teacher every Monday morning or half termly. If this presents difficulties feel free to discuss this with your class teacher. Many thanks to parents who have been contributing regularly.

### **PE**

As your child will be having P.E. at least once a week would you kindly ensure that he/she brings P.E. kit into school every Monday for the week, as there may be a need for timetable changes or clubs that require it. He/She should then take it home on Fridays for washing. If and when you are buying new kit please could you purchase the following kit Colours:

T Shirt - White

Shorts - Black

Socks - White

Trainers - White

Jogging Bottoms (optional) - Black

Towel

Please write your child's name on each piece of clothing.

### **Breakfast and After School Clubs**

The school provides breakfast and after school clubs. Breakfast Club starts at 7.50am and pupils are provided with a healthy breakfast. After school clubs finish at 4.30pm on a Monday, Wednesday and Thursday.

### **Transport**

Your child may be entitled to free transport, depending on where you live.

Please consult the attached link for more guidance, or contact our Family Engagement Officer for support

<https://www.essex.gov.uk/school-transport>

[FEO@oakview.essex.sch.uk](mailto:FEO@oakview.essex.sch.uk)

## **School Uniform**

### **The School uniform consists of:-**

- ❖ Mid-Blue sweaters, cardigans or school sweatshirts
- ❖ Dark coloured – (black/navy/grey) skirt/trousers/joggers
- ❖ White or blue polo shirts, or school polo shirts
- ❖ Sensible shoes – includes trainers
- ❖ Blue shorts/dresses

This uniform is preferable for all new pupils to the school. Please let us know if there are any difficulties in this area.

All items of clothing and personal belongings should be clearly marked with your child's name. This makes it easier for us to return lost property. To encourage children to be independent and to assist the teaching staff, please dress your child in appropriate clothing i.e. elasticated waistbands, Velcro fastenings, zips etc. Students in 14-19 part of the Upper School will be encouraged to make choices as to their dress when attending school.

All School uniform can be ordered via the school website [www.oakviewschool.org](http://www.oakviewschool.org) click the SCHOOL LIFE tab, then the SCHOOL UNIFORM tab which will put you through to mapac® who supply our uniform.

## **Nut Free Policy**

In order to protect pupils who suffer from a severe allergy to nuts, nut by-products and raw eggs, Oak View is embarking upon a policy of promoting a NUT FREE ENVIRONMENT. This means that we will do everything we can to try to ensure that the school environment is as free as possible from products containing nuts or any trace of such products. I am sure you will understand the importance of this, given that, for some children, the allergic reaction to even tiny traces of such products can prove fatal.

We, therefore, ask that you do not send to school anything on the list below for your child's lunch or snack. We will also be working with the class-based staff to ensure that cooking and snack ingredients are nut-free. The staff in the school kitchen will also be carrying out the same process.

Relevant staff members are trained in the use of an EpiPen in the event that any students develop an allergic reaction as a result of exposure to nut products in the community.

Foods that cannot be brought into school include:

- sandwiches containing peanut butter or other nut butters and pastes, peanut paste, satay sauce or Nutella;
- nuts in salads such as Waldorf Salad;
- nut meats or nut rissoles or pesto;
- nut biscuits, baklava and other nut pastries;
- crushed nuts on or in cakes, buns, desserts e.g. praline, carrot cake or muffins;
- marzipan.
- Please also check the labelling of muesli bars as many contain nuts or nut by-products.

We realise that for some of our children, changes may be very difficult to overcome. If you have concerns about this, please get in touch with us and we will try to work with you to find ways to achieve the desired result. However, as nut products can be deadly for some of our pupils, we have no choice other than to try to implement this policy.

## **Privacy Notice (How we use student information)**

Under data protection/General Data Protection Regulation (GDPR) law Oak View School has certain obligations as a data controller of personal information. This document is intended to make clear what information we hold, the purpose for us holding that information and our obligations in relation to it, and also make you aware of your rights as data subjects.

Please do not hesitate to contact us on using the details at the bottom of this notice should have any questions in relation to the information below.

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

- Personal information (such as name, unique pupil number and address).
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility).
- Attendance information (such as sessions attended, number of absences and absence reasons including any exclusions).
- Assessment information (such as periodic teacher judgements on progress etc. and also examination results).
- Medical information (any relevant medical conditions or treatments and a log of any incidents/illnesses that we are aware of that occurred in school).
- Behaviour (record of behaviour events associated with a child).
- SEN (record of any Special Education Needs along with associated observations, strategies and learning plans).
- Use of internet and ICT resources to ensure safe and appropriate use of resources.

### **Why we collect and use this information**

We use the student data:

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

### **The lawful basis on which we use this information**

We collect and use student information to meet legal requirements and legitimate interests set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the academy processes fulfils one of the following requirements from Article 6 of the GDPR:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- the processing is necessary for reasons of substantial public interest.
- Where the above do not apply the academy will seek consent for specific purposes in line with the following Article 6.1.a.
- the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

This will be done in writing and will clearly define any other uses of personal information and ask for consent for each and every use.

### **Collecting student information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you can opt out of providing information.

### **Storing student data**

Oak View School has a document retention policy which adheres to the requirements of relevant legislation. This policy has a schedule that states how long files should be retained and furthermore, when and how they can be destroyed. The document retention guidelines adhere to the fifth principle of GDPR that states personal data shall be;

*“kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals”*

For full details of the retention policy, please refer to the school’s website.

### **Who we share student information with**

We routinely share student information with:

- Schools/other educational establishments that the student’s attend after leaving the academy;
- our local authority;
- the Department for Education (DfE);
- the NHS.

### **Why we share student information**

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

We share student data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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

## **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)**

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested;
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## **Requesting access to your personal data**

Under data protection legislation, parents have the right to request access to the information that we hold in relation to them or their child. To make a request for your personal information, or be given access to your child's educational record, contact [admin@oakview.essex.sch.uk](mailto:admin@oakview.essex.sch.uk)

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;
- 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact [admin@oakview.essex.sch.uk](mailto:admin@oakview.essex.sch.uk) and it will be passed on to the Data Protection Officer for a response.

Via post:  
Oak View School  
Whitehills Road  
Loughton  
IG10 1T