



LONG PRESTON ENDOWED VA PRIMARY SCHOOL

School Lane Long Preston Skipton North Yorkshire BD23 4PN

e-mail: office@longpreston.n-yorks.sch.uk www.longpreston.n-yorks.sch.uk

Tel. 01729 840377

Executive Headteacher: Miss Trudi Ward

A member of The Ribblesdale Federation of Schools* – Do everything in love (1 Corinthians 16:14).

Parental Consent for A Rolling Programme Or Series Of Local Visits

Dear Parents/Carers

We are required by North Yorkshire County Council to obtain your consent before a child undertakes an educational visit or outdoor pursuit. As your child will undoubtedly take part in many activities during his/her years at Long Preston Endowed VA Primary School we would ask you to complete this general consent form to cover all extra curricular activities. You will, of course, be notified about each specific visit in advance

Please complete the form below

Academic Year: September 2022 – July 2023

Name of Pupil: Date of Birth:

I understand that my child may leave the school premises for local visits as outlined in newsletters and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the school premises at other times when I will be informed separately by letter and when further consent will be required from me.

I undertake to inform the Group Leader/Headteacher in writing as soon as possible of any change in the medical or other circumstances after the date shown below.

Signed: Name:(Parent/Carer)

Date: Email:

Signed: Name:(Parent/Carer)

Date: Email:

Emergency Contact Numbers

I may be contacted by telephoning the following numbers:

Home: Work: Mobile:

Home Address:

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Giggleswick and Hellifield Community and Long Preston Endowed (VA) Primary Schools.

If I am not available please contact:

Name:

Home: Work: Mobile:

Home Address:

My child is in good health and does not suffer from any condition requiring regular treatment or any complaint that may require emergency treatment. **YES/NO**

My child suffers from _____ requiring regular treatment.

My child suffers from: _____ that may require emergency treatment.

Any other relevant information: _____

(If your child suffers from a complaint, please enclose a letter from your doctor giving details of the complaint and its treatment.)

Name of Family Doctor: _____

Address: _____

_____ Tel: _____

I consent to any emergency medical treatment necessary during the course of a visit.

I will advise the school of any illness/infection suffered by my child after the signing of this form and before the commencement of an educational visit.

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be, or become, contagious or infectious.

YES/NO

If YES, please give brief details:

Please outline any special dietary requirements for your child:

I **undertake** to inform the Group Leader/Headteacher in writing as soon as possible of any change in the medical or other circumstances between the date shown below and the commencement of the visit.

Signed: Name:(Parent/Carer)

Date:

Signed: Name:(Parent/Carer)

Date:

Consent Form for a Rolling Programme of activities or series of local visits during 2021-2022

The following activities (all of which involve pupils being accompanied by staff) are included in our local visits:

- activities and walks in and around Long Preston village
- activities at, and travel to and from schools within our Federation or cluster
- sports activities within our cluster
- activities in St Mary's Church, Long Preston
- playing on the play equipment in Long Preston Playing Field on occasion
- activities on the village playing fields
- PE lessons on the village playing fields
- PE lessons (swimming) at the swimming pool

-
Additional consent forms will also be required for all other visits and these will be sent out when needed, with details of each visit.

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Consent and Medical Fitness Form for Off Site Activities 2022-2023

Information For Parents/Carers

Please complete the questions below and sign the consent. The personal and medical information requested is to ensure that a proper duty of care is possible during off-site visit.

PERSONAL DETAILS

PUPIL

Surname: Name:

Address:

.....Postcode:

Date of Birth:

Doctor:

Surgery Address:

Telephone No:

PARENT/CARER INFORMATION

Name: Relationship:

Address:

.....Postcode:

Telephone No's: Email:

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MEDICAL INFORMATION

If your son/daughter has a medical condition of any sort please discuss with your family doctor before completing the form. Medical conditions would not normally exclude your son/daughter from participating in activities. It is important that your son/daughter is accompanied by any medication necessary and that we are made aware of this. Please make sure that they have enough medication with them.

QUESTIONS

Please tick
YES **NO**

Has your son/daughter had any serious illness in the last two months?

Is your son/daughter recovering from an accident, injury or fractured bone?

Does your son/daughter have:	Epilepsy or convulsions
	Diabetes mellitus
	Asthma
	Heart Disease
	Any allergies (please see attached sheet)

Is your son/daughter on any medication? (if yes please give details below, including dosage and frequency)

If the answer to any of these questions is yes please give details here:

Has your son/daughter been inoculated against TETANUS?

Date of last injection if known:

Do you consider your son/daughter to be medically fit now?

Please outline any special dietary requirements of your child using the attached form.

This form should be completed annually. If a request is made subsequently for the withdrawal of the form a note or letter to that effect will be placed on the file and the copy of the form will be crossed through stating that the form has been withdrawn and the date on which such withdrawal takes effect.

I undertake to inform the Group Leader/Headteachers in writing as soon as possible of any change in the medical or other circumstances between the date shown below and the commencement of the visit.

Signed: Name: (Parent/Carer)

Date:

Signed: Name: (Parent/Carer)

Date:



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MEDICAL INFORMATION ABOUT ALLERGIES & FOOD INTOLERANCES

Name of child <i>[For each allergen, please tick which box applies to your child]</i>		
Listed allergens	My child can eat food containing this allergen.	My child is allergic to this allergen and must not eat food containing it.
cereals containing gluten <i>[namely wheat (spelt and Khorasan wheat), rye, barley and oats]</i>		
crustaceans <i>[like prawns, crabs, lobster and crayfish]</i>		
eggs		
fish		
peanuts		
soybeans		
milk		
nuts <i>[namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts]</i>		
celery <i>[and celeriac]</i>		
mustard		
sesame		
molluscs <i>[like clams, mussels, squid, oysters]</i>		
lupin		
sulphites		

**ADDITIONAL INFORMATION ABOUT MY CHILD’S ALLERGIES & FOOD INTOLERANCES
[not listed above]**

My child has an allergy to....

My child has a food intolerance to...

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Photo Consent Form 2022 - 2023

Name of child: _____ Class _____

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites such as the Craven & Herald.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Please note: This consent is considered valid for the time your child is registered at the school shown above unless you specifically inform the school in writing of withdrawal of consent. The school as part of its historical record may retain some photographs and images. If, once he/she has left the school, you or he/she wish to have destroyed any photograph or image showing your child individually, you should inform the school in writing.

Please circle your answer

I give permission for my child’s photograph to be used within school for display purposes. Yes/No

I give my permission for my child’s image to be used in Learning Journeys/Records of Achievements belonging to other children. Yes/No

I give permission for my child’s photograph to be used in other printed publications (Local press & magazines). Yes/No

I give permission for my child’s image to be used on our website. Yes/No

I give permission for my child to appear on social media including the Federation’s Twitter account Yes/No

I give permission for my child to have a school photograph taken. I understand this printed/digital photograph can be purchased by parents. Yes/No

I have read and understood the conditions of use on the back of this form.

Parent/guardian signature _____ Date: _____

Please print name _____ *(Please read both sides of this form)*

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Conditions of use

This form is valid indefinitely from the date you sign it.

(Notice Period - You can withdraw your consent at any point by informing the school).

- We will not re-use any photographs or recordings a year after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

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Acceptable Internet Use Policy for Pupils & Parents/Carers

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communications are powerful tools, which open up new opportunities for everyone. These technologies can inspire discussion, promote creativity and stimulate awareness of context to promote effective learning. However, the use of these new technologies can put young people at risk within and outside the school. All users have an entitlement to safe Internet access at all times.

Our school internet access provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we encourage you to take due care when allowing your children to access the internet.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the Children and Young People's Directorate cannot be held responsible for the nature or content of material accessed through the Internet. The Children and Young People's Directorate will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

Rules for Responsible Internet Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will ask permission from a member of staff before using the Internet;
- I will not access other people's files or documents without that person's permission;
- I will use the computers only for school work and homework;
- I will not bring CD/DVDs/Memory Sticks into school unless I have permission;
- I will only e-mail people that my teacher has approved;
- The messages I send will be polite and sensible;
- I will search only using search engines recommended by the teacher.
- I will not give my full name, home address or phone number, or arrange to meet anyone.

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- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will not download any programs or software from the internet without my teacher's permission.

To support parents / carers in learning about the online risks, support you to be able to talk to your children about the risks and learn how to set up parental controls there is a section on our school website signposting you to a range of supporting websites.

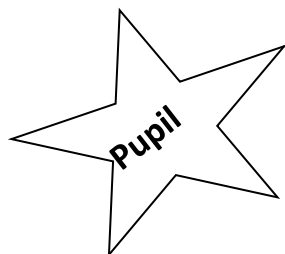
Acceptable Internet Use Policy For Parents/Carers

As a parent / carer of a child at this school we are asking that:

- * You will contact school and all members of staff within school through the appropriate school communication channels and treat everyone with respect and professionalism.
- * You will not contact any member of staff through a personal email address or phone number
- * You will not ask any member of school staff to 'be-friend' you on a social networking site as all staff have been requested not to accept any 'friend' offers
- * Ensure you do not use social media to criticise or make inappropriate comments about the school or an individual member of staff as making defamatory comments online has exactly the same legal consequences as if they are made directly to someone else. Similarly threats of violence can lead to criminal proceedings under the Malicious Communications Act. If as a parent/ carer you have any concerns about anything which happens in school then please contact the school directly
- * Ensure that any school technology that is brought home by your child is used appropriately for school based work and that where available your home internet provider will have parental controls set that minimise the risk of your child accessing anything inappropriate online
- * Ensuring that school equipment is only used by the pupil who the equipment has been provided for and no other family member, sibling or friends use the equipment
- * Ensure that you have signed the photograph permission form which sets out that parent/ carers are unable to take photographs/films at school events and can only access the official photographs taken by the school which cannot be shared on any public accessed social networking site / website OR any photographs/films that are taken of school events will not be shared on any publicly accessed social networking site or website.

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Please return this form, when completed.

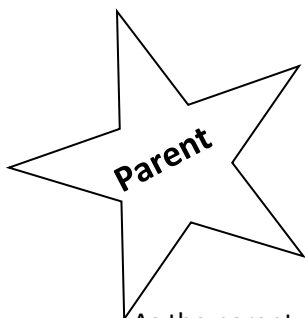


Pupil - Internet Permission Letter September 2022

As a school user of the Internet, I agree to follow the rules on its use. I will use the Internet in a responsible way and observe all the restrictions explained to me by the school.

Pupil's name _____

Pupil's signature _____



For All Parents/Carers - September 2022

As the parent or legal guardian of the above pupil, I grant permission for my son/daughter to use electronic mail and the Internet in school.

We understand that pupils will be held accountable for their own actions.

We also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

We agree to adhere to the requests made in the Acceptable Internet Use Policy for Parents/Carers.

Parent's /Carers names

Parent's/Carers signatures.....

Date



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HOME SCHOOL AGREEMENT 2022-2023

We are very pleased to have you and your child/ren as members of our school community. By working together in partnership we can help and support them to be happy and successful. An effective link between home and school will ensure that your child will develop intellectually, socially and emotionally.

THE SCHOOL will

- Provide a welcoming atmosphere and a safe, caring environment.
- Provide a broad and balanced curriculum.
- Cater for the specific needs of individuals.
- Let parents know at an early stage about any concerns we have.
- Keep parents informed about activities and events in school.
- Work to ensure that each child achieves his or her full potential as a valued member of the school.
- Respond promptly to parental concerns.
- Arrange parents' meetings to discuss your child's progress.

THE FAMILY will

- Encourage your child to develop positive attitudes to school and achieve to the best of their ability.
- Ensure that your child attends regularly, punctually and dressed appropriately with the right equipment.
- Support the school's policies including those on behaviour, attendance and homework.
- Take opportunities offered to contact school for parents' evenings and discussions about your child's progress.
- Support your child with his/her homework.
- Support your child's progress in reading through listening to them read at least 3 times weekly.
- Make school aware of any problems that might affect your child's learning or behaviour.
- Endeavour to take part/support our 'Friends of Long Preston School' in order to provide extra resources and experiences for all children.

THE CHILD will as they grow and learn

- Be polite and follow our four values: love, kindness, friendship and respect.
- Treat others with respect and allow them to learn.
- Behave sensibly around the school to keep themselves and others safe.
- Do classwork and homework as well as they can.
- Take care of equipment, belongings, buildings and surroundings.
- Abide by the school rules (Ready, Respectful, Safe).

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Together we will understand and support the sentiments of this partnership as a way to help:

- (i) Support the children’s learning and help them to achieve their potential.**
- (ii) Encourage the children to socialise correctly.**
- (iii) Provide for any additional needs**

The School

Date

The Parents

Date

The Child

Date



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Home Time Arrangements 2022 -2023

Could you please indicate on the form below how your child will be collected from school and on which days these arrangements apply.

My child travels home on the school taxi

I will collect my child from the school gate

I give my permission for to collect my child from the school gate

I give my permission for my child to make their way home unaccompanied (**Year 6 only**)

Child's Name:

Parent's Signature

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Consent For Using Video Conferencing At Home

First Name:		Last Name:		
Your Email Address:				
Number of children at Long Preston Endowed VA Primary School : (please indicate below the number of children in the relevant year)				
Reception:	Year 1:	Year 2:	Year 3:	Year 4:
Year 5:	Year 6:			
				I give consent YES/NO
Consent: Interaction with class teacher(s)/Executive Headteacher	I give permission for my child(ren) to interact with the classroom teacher/Executive Headteacher and fellow classmates using the 'Zoom' (cloud meetings) app or MS Teams, including permission to communicate using microphone and camera.			
Consent: Meeting scheduling	I understand that by giving permission, 'meetings' will be occasional – by invitation only - and that 'attendance' will be sought only by my child's/children's classroom teacher using the class email address: (eg C1Longpreston@ribblesdalefed.n-yorks.sch.uk)			
Consent: Safeguarding	Should you or your child(ren) be invited to meet by an individual or organisation not using said address format, the invitation would be reported to the Designated Safeguarding Leads (Miss T Ward and Ms A Ward) immediately as a potential safeguarding issue in accordance with the Ribblesdale Federation's Safeguarding and E-Safety Policies.			
Consent: Times of Video Conferencing	I understand that my child(ren) will only be invited to meet between the hours on 9.30am and 3.00pm, Monday to Friday during term time.			
Consent: Parent Invitation	I understand that teachers should not be invited to meet on Zoom/Teams by parents or by children - unless prior, mutual agreement has been reached by all parties.			

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<p>Consent: Adults downloading/running Zoom or MS Teams Software</p>	<p>I understand that Students under the age of 18 should not go to www.zoom.us/MSTeams or any other website or app store to download the app or create an account because:</p> <p>(i) they should only be joining Zoom/Teams meeting sessions as participants (not separate account holders) through the School Subscriber's (teacher) account;</p> <p>(ii) minors are not permitted to create an account per Zoom's/Teams Terms of Service.</p>	
<p>Consent: Parent's Responsibility</p>	<p>I understand that as parent or guardian, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting (wherever distance learning is taking place outside of school). This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room), are wearing appropriate clothing, and that there are no age-inappropriate or unlicensed background noises visuals or moving images. I understand that only my child(ren) will join the meeting, and that adults and other children will not be permitted to partake without prior agreement by all parties. Parents are encouraged to supervise (but not appear on screen). Each meeting will end at the teacher's discretion.</p>	
<p>Consent: Zoom recordings</p>	<p>I understand that Zoom/Teams sessions will be recorded by class teachers only and that occasionally, these recordings will be shared in accordance with our current sharing of photos agreement policy and personal data/data protection guidelines.</p>	
<p>Consent: Teaching</p>	<p>I understand that classroom teachers will approach Zoom/Teams meetings as being an extension of the classroom learning environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal - by teachers and children alike. Teachers will facilitate and lead all meetings and will follow Rosemary Works' behaviour policy and classroom rules.</p>	
<p>Consent: General Permission</p>	<p>I give permission for my child(ren) to experience and access learning resources, as deemed suitable and appropriate by the classroom teacher in the normal, recognised classroom learning environment.</p>	

By ticking the boxes, I confirm I have read, understood and agree to the above, and that I confirm my consent to my child(ren) using Zoom/Teams as outlined.

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Pupil and Parent Privacy Notice General Data Protection Regulation (GDPR)

*This Privacy Notice has been written to inform parents and pupils of **The Ribblesdale Federation of Schools enrolled at Long Preston Endowed VA Primary School** about what we do with your personal information. This Notice may be subject to change.*

Who are we?

Long Preston Endowed VA Primary School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact (insert SPOC details) or Veritau Ltd. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk

01904 554025



Please ensure you include the name of your school in all correspondence

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What information do we collect?

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

- Personal information of pupils and their family members (e.g. name, pupil number, DOB and address)
- Educational and assessment attainment (such as phonic results, KS1, KS2 results and relevant results)
- Free school meal eligibility
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (including but not limited to court orders and professional involvement)
- Photographs and communication preferences
- School trips
- Extra curricular activities
- **Before and after school clubs**

We will also process certain 'special category' data about our pupils including:

- Relevant medical information - please be aware that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information (including the needs and ranking)
- **Race, ethnicity and religion.**

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details) to meet the statutory duties placed upon us by the DfE
- we also may keep some information for historical and archiving purposes in the public interest

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of the UK GDPR.

Our legal basis for processing your personal data, in line with Article 6(1)(c) (legal obligation) includes (but not necessarily limited to):

- Education Act 1944, 1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

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We also process information in accordance with Article 6(e) (public task), Article 6(a) (consent), Article 9 (2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest).

We mainly collect pupil information through admission forms and common transfer file or secure file transfer from previous school. The majority of pupil information you provide to us is mandatory in line with your parental responsibility – for further details please see the following link <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>.

However, some information we ask for on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it.

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting [the school office](#)

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- North Yorkshire County Council
- Previous schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- North Yorkshire County Council [to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels](#)
- the Department for Education (DfE)
- National Health Service bodies
- [The Ribblesdale Federation of Schools may share this information throughout the Federation](#)

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some website for the purpose of enhancing pupil learning. Where we do this we will rely on either Article 6(e) (public task) or Article 6(a) (consent).

Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.

***The Ribblesdale Federation of Schools** comprises:
Giggleswick and Hellifield Community and Long Preston Endowed (VA) Primary Schools.

How long do we keep your personal data for?

Long Preston Endowed VA Primary School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under the UK GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with the pupil if it receives a request to exercise a data protection right from a parent.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF icocasework@ico.org.uk // 0303 123 1113
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Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 24th July 2021



SchoolMoney

September 2022

Dear Parents,

We are delighted to inform you that we use the online payment system **SchoolMoney**. This means that you will now have the facility to make payments for school expenses, such as lunches, milk, after school clubs, uniform, trips etc online with your debit or credit card.

This payment system will benefit both us as a school and you as a parent. Not only will you be able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for. **SchoolMoney** will enable us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password within the next few days. This password will give you access to your **SchoolMoney** account where you can pay for any items we have requested from you.

To log into **SchoolMoney**, visit the website www.schoolmoney.co.uk and enter your mobile number, email address and the password we have sent to you. If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes.