



Welcome to

Shorne C of E Primary School



**Growing Together in
Learning and in Faith**



PROUD TO BE
Aletheia
Academies Trust



Our School and Our Values

At Shorne Church of England Primary School, we aim to create a safe and happy environment where every member of the school community feels valued and respected. The children that attend our school are at the heart of everything we do, and we strongly believe in offering each child every opportunity to develop into thoughtful, confident and compassionate members of society.

As a Church of England school we have a responsibility to teach our Christian values to the children. Our school community have contributed to the selection of our Christian, values which underpin everything we do:

Respect, Resilience and Community

In joining our school, we hope that you will work closely with us in ensuring our goal to instil these values within our children and our community, and to provide the very best for your child. We offer many varied opportunities for parents to get involved in school life and we hope you will take advantage of these. We will update you regularly via email, newsletters and our [Shorne C of E Primary School Facebook Page](#).

School Contact Details

Shorne Church of England Primary School
Cob Drive,
Gravesend,
Kent,
DA12 3DU

Tel: 01474 822312

Email: office@shorne.kent.sch.uk

Website: www.shorne.kent.sch.uk

Key Contacts

Head of School:	Miss T Hewett (<i>currently on maternity leave</i>)
Interim Heads of School:	Mrs Prest and Mr Mallinson
Deputy Head:	Mr S Mallinson
Chair of Governors:	Mr K Syrett
Office Manager:	Mrs C Jones
Office Administrator:	Mrs S Muller





The Aletheia Academies Trust

We are fortunate to work in collaboration with our partner schools to improve life chances for children:

Saint George's Church of England Secondary School
Saint George's Church of England Primary Phase
St Botolph's Church of England Primary School
Horton Kirby Church of England Primary School
Stone St Mary's Church of England Primary School
Sutton at Hone Church of England Primary School
Rosherville Church of England Academy
Holy Trinity Church of England Primary School
Cliffe Woods Primary School
Halling Primary School
Sedley's Church of England Primary School

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia Academies Trust will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

To keep up to date with what's going on within the Trust, please visit <https://aletheiatrust.org.uk>





The Church of St. Peter and St. Paul

Our school is fortunate to enjoy strong links with the local church in Shorne, the Church of St Peter & St Paul, which is part of the Diocese of Rochester.

Throughout each academic year the school enjoys visits to the Church to celebrate a variety of Christian festivals.

Our local vicar, Reverend Ted Hurst (Father Ted), comes into school each week to deliver Collective Worship.

You can find more information at <http://www.shorneparishchurch.co.uk/>





Term Dates 2022-2023

The school week operates Monday to Friday, excluding bank holidays.

Term	Start date	End date	Bank holidays or development days which fall within the term
1	1 September 2022	20 October 2022	
2	2 November 2022	16 December 2022	
3	4 January 2023	10 February 2023	
4	20 February 2023	31 March 2023	20 th March (Trust Day)
5	18 April 2023	26 May 2023	1 May 2023 (Bank Holiday)
6	5 June 2023	21 July 2023	3 rd July (Development Day)

Staff Development Days:

30th September 2022

1st November 2022

3rd January 2023

20th March 2023 (Trust Day)

17th April 2023

3rd July 2023





The School Day

Here is an overview of our school day. Our learning is structured flexibly within learning time, and includes opportunities for daily English and mathematics-based learning, enrichment, educational visits and outdoor learning.

08:35	School gates open
08:50	School gates close; morning registration
09:00	Morning registration closes <i>Pupils who arrive after this time will be marked as late</i>
09:00-10:30/45	Morning learning
10:30-10:45	EYFS and KS1 breaktime (years R-2)
10:45-11:00	KS2 breaktime (years 3-6) <i>Friday whole school</i>
12:00-13:10	EYFS and KS1 lunchtime
12:15-13:10	KS2 lunchtime
13:10	Afternoon registration
13:10-15:20	Afternoon learning
15:20	School gates open for pupil pick up from classrooms
15:30	School gates close





School Uniform

We require all pupils to wear school uniform. Our school colour is bottle green. During term time, parents can purchase school-branded uniform from School Time, or purchase non-branded items in our school colours from any shop which sells school uniform. We also have an option to purchase uniform second-hand via regular second-hand uniform sales.

School Uniform	
Uniform	<ul style="list-style-type: none">• Bottle green V-necked jumper, sleeveless jumper, cardigan or sweatshirt• White-collared polo t-shirt/ white shirt (long or short-sleeved) or green & white gingham school dress• Grey trousers, skirt or tunic• Optional: Bottle-green fleece, school tie (available from School Time)
PE Kit	<ul style="list-style-type: none">• Bottle-green round-necked T-shirt• Bottle green or black shorts or jogging bottoms• Black plimsolls or trainers• Green or black drawstring bag <p><i>PE kit should be kept in school on the child's peg and taken home for washing at the end of each half term.</i></p>

Jewellery: The wearing of jewellery at school is prohibited, other than religious items, watches and stud earrings. These must be removed for all games and PE etc. Staff are not permitted to remove or replace earrings. If you are considering having your child's ears pierced, please do so at the beginning of the summer holiday to allow time for the studs to be taken out. The school cannot be held responsible for the safekeeping of watches or earrings.

Lost Property

Please name all clothing clearly so that it can be easily returned if lost. All unclaimed lost property is put in our lost property box in the school hall. Please ensure that any lost property is claimed promptly.

School Time contact details

If you would like to purchase school-branded uniform options, contact details are:

Website: www.schooltime.co.uk/schools/ and click on our Shorne school logo

Address: 23 Railway Street, Chatham, Kent ME4HU

Telephone: 01634 831684

Email: info@schooltime.co.uk





Attendance and Punctuality

Attendance

Your child's attendance at school is of the utmost importance. Attendance directly impacts on pupil wellbeing and achievement. At Shorne, pupil attendance is closely monitored, and we expect pupils to attend the entirety of their school offering during term time. If a child's attendance drops below 96%, support systems will be put into place for families to increase attendance. Please read our Attendance Policy, which outlines our procedures related to pupil absence.

Illness

If your child is unwell, please consider carefully the necessity to keep them off from school. Please visit the NHS Live Well website to support you with this decision: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>. Please make medical/ dental appointments outside school time where possible.

Informing the school of absence

If your child should not attend school for any of the reasons included in the above link or for another valid reason, a telephone call must be made to the school office on the first day of absence and by 9.30am. You will be required to provide an explanation of the absence.

Holidays

Holidays during term-time are not permitted and will not be authorised by the Head of School. The school can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, in accordance with Kent County Council's Education Penalty Notices Code. If issued with a penalty notice, parents must pay £60, per parent, per child, within 21 days, or £120 within 28 days. The payment must be made directly to the local authority.

Authorised absence

The Head of School will only authorise absences in exceptional circumstances following written request and supporting evidence. The Head of School's decision is final.

Lateness

The school gates open at 8.35am and close at 8.50am. All the children are expected to be in school by this time. If your child is unavoidably late, please report this to the school office and provide a reason for the lateness, which will be recorded. The class registers close at 9.00am and children who arrive after this time are recorded as late. If your child arrives after 9.30am and the school has not received prior notification, the absence will be marked as unauthorised for the entirety of the morning session.





Transporting Children to and from School

School drop-off in the mornings (8.35am)

A member of staff is on duty from 8.35-8.50am at the front and rear entrances to the school. Parents are politely asked to drop their children at the gates to support smooth entrance for children to the school. Please walk where possible. If you need to pass on a message to a member of staff, you can do so via Class Dojo, the main office or at the end of the day.

Front entrance in Cob Drive

- If you do need to drive, please note that parking in Cob Drive before and after school is difficult, especially as the road is a cul-de-sac; however this is alleviated in the mornings by making use of the 'turning circle'; enabling parents to turn around at the school gates and drop children off onto the path which leads to the pedestrian gate.
- Once your child exits the car onto the pavement, you can move on immediately and a staff member will greet the children at the front gate to ensure they enter school safely. Three cars can drop off on the path at once – please move along promptly and allow space for other cars to support timely drop-off and avoid your child being late (gates close at 8.50am and registers close at 9am).
- Please do not park at the end of Cob Drive, as this prevents others turning easily and causes congestion.
- Please do not park at the junction of Cob Drive and Forge Lane either on the corner or opposite. It is very dangerous, as it blocks the access, restricts vision and it is also illegal.
- Keep your speed down to 5 miles an hour when anywhere near the school and in Cob Drive. This is to ensure all pupils are kept safe on the roads and to avoid potentially fatal accidents.
- Car share and/or rota this wherever possible. Even a few cars less at 3.20pm could make a significant difference to the potential danger caused by every family's car arriving at the same time.
- Please do remember - you selected a village school for your child/children, and unfortunately its roads and pathways were not designed for high volumes of traffic. Taking extra care and consideration will help keep every family safe.





Rear entrance in Hollands Close

You may walk your child/children up the back path to the school gates. As with the front entrance, please be very mindful of our residents in Hollands Close and take care not to obstruct drives, not to mount grass verges or block pavements.

School pick-up in the afternoon (3.20pm)

We welcome all parents onto the playground to collect their children to ensure the safety of every child. Children can be collected from their external classroom doors. The children will wait until the arrival of their parents or the person they are expecting to collect them.

On collection, please keep a close eye on any pre-school siblings you may have with you, as this is a busy time.

Lateness

Please do pick your child up on time. If you are unavoidably detained and late in collecting your child from school, please inform us of this and make arrangements someone to collect your child in case this should happen. You must give us prior notice of persons authorised to collect your child. If it is someone we do not know, please provide us with their name and inform them of the need to provide photographic ID.

Please head to the main office if you do arrive after 3.30pm.

No child should remain unaccompanied on school premises after 3.20pm unless they are involved in an after-school activity; for example, is not acceptable for a child to be left to watch a football or netball match in which an older sibling is involved unless accompanied by an adult.





General Information

Safeguarding and Child Protection

At Shorne C of E Primary, we are committed to the safeguarding of pupils and our school community. All staff are regularly trained and policies and procedures are in place to ensure the safety and wellbeing of pupils and colleagues. Our Safeguarding and Child Protection Policy is available on our website. Our Designated Safeguarding Leads are Mrs Prest and Mr Mallinson.

Visitors to School

All visitors to the school need to buzz in at the intercom on the electric gates outside the front of the school and make their way to the school office. Anybody going beyond the office must sign in and obtain a visitor's label. All visitors to the school should be prepared to be asked for ID, and if working with pupils unescorted will be required to provide a valid DBS Certificate, identification and will undergo necessary checks to ensure they are not barred from working with children. Any authorised visitors who do not hold a valid DBS certificate will need to be escorted by a member of staff at all times.

Pupil Wellbeing

Pupil wellbeing is incredibly important to us, and the relationships that are formed across the school, from our buddy system where classes are linked up for peer-to-peer support, to the parental engagement which we are fortunate to have and very much encourage, to the strong bond built between staff and pupils - everyone is an integral part of our community, and we all look out for each other.

If further support is identified, we provide a range of talking therapies and practices to support pupils, including accessing counselling services, Drawing and Talking therapies and Dog Mentoring.

Harley and our Dog Mentoring Programme

Harley is our chocolate Labrador therapy dog. He is a very popular member of the school and has received Dog Mentor training to ensure that he has the correct temperament to take on this role. On his working days, he meets and greets pupils on the playground and works with pupils based on an identified need.

Harley is on a lead at all times when moving around the school property and will always be accompanied by a trained adult. Harley is also fully insured to carry out his role. The appropriate risk assessments are in place for him, as approved by our Governors. Please see the school website for more information about Harley. If you do not wish your child to spend any time with Harley please ask for the 'Opt Out' form from the school office.





Communication

Most communication between school and home is done via email to parents and through the main office. Please ensure we have the most up to date contact details for you via the Arbor app to help us direct this communication.

The school office team are happy to receive communication via phone or email and can relay messages to members of staff as appropriate. You can also speak to class teachers at the end of the school day during pick-up.

ClassDojo is a classroom communication app used to share more class-specific messages between parents and teachers through photos, videos, and messages, and is used widely by each class. Please do use this service considerately and note that teachers will respond during their working hours. If you need to raise any concerns, make an appointment to discuss with class teachers face-to-face rather than on this platform.

You will receive regular newsletters about the children's learning and events, and the school website and Facebook page are also a source of information and communication with families and the community.

FOSS

We are very lucky to be supported by wonderful parents who have formed Friends of Shorne School (FOSS). The main objective of FOSS is to raise funds to advance the education of pupils by providing and/or assisting in the provision of facilities, equipment and experiences that extend their learning. FOSS run a wonderful range of events and fundraisers throughout the year.

FOSS is an open group, welcoming new members no matter how much or little time individuals can commit. There is no expectation to attend every meeting or get involved with every single event. The more people that offer a little help here and there, the better! If you are a new parent, please take the time to find FOSS on the Friends of Shorne School Facebook page.

Governors

Our Governors visit school frequently to discuss, monitor and evaluate the progress the school is making, and act as a source of support and challenge to the Head of School, staff and pupils! Our governors come from a range of backgrounds and very much have the children at the heart of what they do.





Food and Drink Options

School Meals

Good food and good food culture has been shown to lead not only to healthier, happier and more fulfilled children, but to improved educational attainment.

Under the Universal Infant Free School Meal scheme, every pupil in Reception, Year 1 and Year 2 is eligible for free school meals and can opt in to have a free school meal every day. For pupils in Key Stage 2 who are not eligible for Free School Meals, the cost of a school lunch is £2.30.

We believe that the school lunchtime is a great opportunity for all of our children to sit down together and enjoy their healthy and tasty meal, whilst developing their social skills. We therefore encourage parents to take up the offer of a free school meal for our Early Years and Key Stage 1 pupils.

We use TCS (Total Catering Solutions) to provide our school meals. Children who require a special diet for medical or religious reasons can be catered for if the school is informed in advance.

Packed Lunches

If your child brings a packed lunch, please send it in a named lunchbox. We ask that children bring a nutritious meal (no sweets or chocolates please!), together with a drink of water or fruit juice. Please consider the added sugar content of selected drinks and foods when choosing your child's packed lunch to enable a healthy and balanced diet.

School Fruit and Vegetable Scheme

Through the Government's School Fruit and Vegetable Scheme, each child aged four to six in state funded schools receives a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day.

We are pleased to say that our school participates in this scheme, which reinforces our commitment to healthy eating, and your child will be offered a free piece of fruit or vegetable each day at morning break time. The fruit and vegetables are fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary, and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.





If you **do not** wish your child to participate in the scheme, please inform the school office immediately.

It is essential that you inform us of any allergies your child might have so that we can ensure they are not given anything that might harm them.

School Milk

Free milk is available for all children under the age of five in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier. You can register your child online for FREE school milk today via their website (www.coolmilk.com).

When your child turns five, you are able to pay a subsidised rate for your child to continue to receive milk. If you wish for your child to continue receiving milk from the age of five, simply register with Cool Milk directly via their website (www.coolmilk.com) or pick up a registration form from the school office. They will then contact you at the appropriate time to arrange pre-payment.

All information handled by Cool Milk is processed in accordance with current Data Protection Legislation. The data will be stored securely on Cool Milk's UK-based servers and will not be passed to third parties other than to UK Government departments for audit purposes.

Allergies and Dietary Requirements

Please keep us up to date with allergies and dietary requirements. We keep accessible lists of these to support any activity involving eating or drinking to ensure all children are safe and all needs are met, as well as to enable inclusive opportunities for all.





Breakfast Club

Children are welcome to attend Breakfast Club; please book places 7 days in advance. Bookings are made via the Arbor app.

What we offer!

A wholesome breakfast available daily consisting of:

- toast – with a choice of spreads
- cereals with milk
- yoghurts
- fresh fruits
- fruit juices
- bagels
- crumpets

We also provide a variety of activities, including board games, colouring, reading, building and puzzles.

Breakfast Club gives children the opportunity to socialise, meet with friends or make new ones. A relaxed atmosphere is encouraged.

General Information

- Breakfast Club runs every school day from 7.30am during term-time.
- The entrance for Breakfast Club is the main front entrance via Cob Drive. Please be aware of staff arriving in cars. Please buzz and a member of our Breakfast Club team will meet you at the door.
- The cost is £4.50 for your first child and £2 for each additional sibling.

Terms and Conditions

- Fees are due in advance.
- Refunds cannot be made if a child is absent for any reason, but fees may be carried over.
- Notice must be given for any extra days or changes to the norm.
- Please book your child's place 7 days on advance at Breakfast Club via Arbor.





The Pupil Premium Grant

Whilst your child is entitled to a free school meal from Reception to Year 2, if you receive certain benefits, the school can receive additional money from the Government under the Pupil Premium Grant!

For every child registered, Shorne Church of England Primary School will get £1320!

If you are eligible and have registered, you could get financial help with school trips or a free place at our Breakfast Club. Pupil Premium Grants also enable the school to purchase additional resources and to update facilities to benefit your child.

Are you eligible?

You can register your child for Free School Meals if you get receive any of these benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit) if the household income is below £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guaranteed Element of State Pension Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

How does it work?

1. First, check to see if you qualify.
2. Registering is really quick and easy – check eligibility and register at <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

If you have any questions regarding Pupil Premium, please contact Mr Mallinson - our Pupil Premium leader - via the school office.



Parent, Carer and Visitor Code of Conduct



At Shorne Church of England Primary School we work in close partnership with our families and so that we are all clear about expectations we ask you to complete a Home/School Agreement.

Our parents recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parent and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children.

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

This guidance supports implementation of the Home-School Agreement. We expect parents and carers to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- reinforcing the school's policy on behaviour;
- respecting the learning environment appropriately (both in school and off site),
- parking with consideration and respect for others when delivering and collecting children from school.

In order to support a peaceful and safe school environment, the school does not tolerate:

- disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises (some actions may constitute an assault with legal consequences);
- damaging or destroying school property;
- abusive, threatening, malicious or inflammatory emails, phone or social network messages
- smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

The above behaviours on school premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

We trust that parents, carers and visitors will fully support this Code of Conduct in support of the values of our school community.





Internet Safety and Social Media

Responsible Use of the Internet

As part of pupils' curriculum and the development of Computing skills, pupils have supervised access to the Internet for pupils.

Pupils will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable websites as part of their programme of learning.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with that possibility. We have purchased our Internet access from an educational supplier that operates a filtering system, restricting access to inappropriate materials. Pupils regularly learn about how to keep themselves and others safe when using the internet.

A copy of the school's E-Safety Policy is available to view on the school website.

Use of Social Media by Families and the Wider Community

Please be mindful of using social media platforms mindfully, with the safety of your children in mind. Children are taught not to share pictures of or comments about themselves with personally identifiable information on web-based platforms in order to keep themselves safe, including photos of them in their school uniforms for example. They are also taught about their 'digital footprints' and to ensure their use of messaging and gaming platforms is kind, respectful and safe. We hope that our whole community can follow this guidance.

Please also be mindful of the guidance on minimum age when using social media – almost all popular social media platforms should not be used by primary aged pupils, as many have a minimum age of 13 years old. Please use appropriate filters to support safe use of devices which can access the internet for your children.

The UK Safer Internet Centre has lots of useful information to parents about how to keep your children safe on the internet: <https://saferinternet.org.uk/guide-and-resource/parents-and-carers>

Sadly, social media websites are being used increasingly to fuel campaigns and complaints against schools leaders, school staff, and in some cases other parents/pupils. This is not in the best interest of the children or the school community, and as such is considered unacceptable use of social media platforms.

Any concerns you may have regarding the school must be made through the appropriate channels; by speaking to your child's class teacher, the Head of School or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also expect that any parent/carer or pupil removes such comments immediately. In serious cases, the school will also consider legal options to deal with any such misuse of social networking and other sites.





Privacy - How we use Pupil Information

Privacy Notice (How We Use Pupil Information)

Within the Aletheia Academies Trust (AAT) we collect and process personal information. You have a legal right to know what information we hold and how we use it. The purpose of this privacy statement is to outline what information we collect and how we use it.

The categories of pupil information that we collect and store:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth, special educational needs and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any medical conditions
- Achievement and behaviour records
- Photographs
- CCTV images
- School based assessment and examination results

Why we collect and use this information

We use the pupil data:

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

The lawful basis on which we use this information

We collect and use your information only when and where we are legally allowed to do so. We will use your information where:

- We need to comply with the law, compliant with Article 6 (c) of the GDPR.
- We need to protect your interests and wellbeing, compliant with Article 6 (d) of the GDPR.
- We need to carry out tasks in the public interest, compliant with Article 6 (e) of the GDPR. This includes providing education services.

Collecting pupil information

Most of the pupil information that we collect is required by law. However, there are occasions when we will ask for consent for additional information. You are under no obligation to provide additional consent and can be withdrawn at any time.

This may include (but is not limited to):

- Use of a pupil's photograph
- Use of a pupil's information on the school website





Storing pupil data

We will keep personal information about you while you are a pupil at our school. Where we have a lawful basis, some personal information will be retained beyond this point.

We are currently reviewing our data retention and data destruction policies and will update the website with this information when the review process is complete.

Who we share pupil information with

We routinely share pupil information with:

- Parents or carers
- Health and social welfare authorities
- Educational establishments that the pupil attends after leaving us
- Kent County Council
- Department for Education (DfE)
- Ofsted
- Service providers (who have been verified as GDPR compliant)
- Police and legal services

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 share pupils' 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 pupils 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 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: and
- 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 and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

The Office Manager, on 01474 822312 or office@shorne.kent.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; 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, 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/>

