

Hylands Primary School

Working together, striving for excellence

Granger Way, Romford RM1 2RU
E-mail: office@hylands.havering.sch.uk
Phone: 01708 743704



@HylandsPrimary



Head teacher: Mr Bowers
Deputy Head: Mrs Grundy
Assistant Head: Miss Palmer
Assistant Head/Inclusion Lead: Mrs Jordan

On behalf of the staff, the governors and the children I would like to welcome you to our school. Hylands Primary School has a strong sense of community, an inclusive, caring ethos and is an exciting place to learn.

Our core values are central to everything that we do as a school. They are:

Respect Responsibility Creativity Determination Courage Compassion Ambition

We believe that all members of the school community sharing in these values will enable our children to learn and grow together and be the best that we can be.

I hope that the following information will give you an insight into life at Hylands and we look forward to meeting you and working with your family.

Attached is some important information about our school. This includes: Our School Rules, Our School Uniform, Our School Day, Important Information, School App details - 'MCAS', Pupil Premium Scheme and Privacy Notice.

Mr Bowers

Headteacher

OUR SCHOOL RULES

We operate a positive behaviour policy that is based on mutual respect and adherence to our school rules.

Our school rules enable children to learn in a calm and purposeful atmosphere, for teachers to teach, and to ensure the safety of all.

Our school rules are deliberately simple. They are:

- ☐ Be respectful – to everyone
- ☐ Be proud – uniform matters
- ☐ Be ready – to learn
- ☐ Be safe – always
- ☐ Be kind

These rules are reinforced regularly with the children and displayed prominently around school.

Working in partnership with the support of parents ensures we can help and support all children. If we are concerned about your child's behaviour you will be contacted to discuss it.

OUR SCHOOL UNIFORM

School Uniform

White polo shirt
Grey skirt, trousers/shorts or pinafore
Optional – children may wear grey or navy jogging bottoms as this is easier for them to manage when going to the toilet.
Royal blue cardigan/sweatshirt or school sweatshirt
Black trainers or black sensible shoes with velcro. No laces for Nursery children
Plain white/grey/black socks *or* plain white/grey/black tights
Blue/white/black hair bands and clips

In the Summer Term

A blue and white gingham (checked) one-piece dress is optional. If legs need to be covered for modesty, white or grey tights can be worn.

Book bags: Hylands School book bags should be used for Nursery.

Water bottles: These are available to purchase on your ParentPay account. Once payment has been received, the office will deliver the water bottle to your child's classroom. Your child's first water bottle is provided by the school free of charge.

Many uniform items, including sweatshirts, cardigans, book bags, summer hats and our reversible, waterproof school coats bear the school logo and can be purchased from the school uniform shop.

Havering Schoolwear, 160 – 162 Hornchurch Road, Hornchurch, RM11 1QH 01708 767890
info@haveringschoolwear.co.uk ~ www.haveringschoolwear.co.uk

Jewellery, watches and nail varnish must not be worn in Nursery. Long hair should be tied back. Tramlines, shaved designs including Mohawk/Mohican styles coloured, waxed or gelled hair are not permitted.

Please ensure **everything** has your child's name clearly marked inside. Unnamed lost property will be kept for one half term only.

Neither the Local Authority nor the school can accept responsibility for any losses incurred on our premises.

OUR SCHOOL DAY

NURSERY FUNDED HOURS

MORNING SESSION - 15 hours a week

Monday to Friday: 8:30am – 11:30am

AFTERNOON SESSION - 15 hours a week

Monday to Friday: 11:30am – 2:30pm

ALL DAY SESSION - 30 hours a week

Monday to Friday: 8:30am - 2:30pm

NURSERY OPTIONAL CHARGEABLE ACTIVITIES

Additional optional extra-curricular activities are available term time only from 2:30pm to 3:15pm at £7.00 per day as follows (payable half-termly in advance):

Monday - Yoga

Tuesday - Arts and Crafts

Wednesday - Music and Movement

Thursday - Sport

Friday - Gardening

LATE PICK UP CHARGES

Late pick up charges will apply as follows:

0-5mins = £0.00

5-15mins = £20.00

Every 15mins thereafter, an additional amount of £20.00 will be charged

IMPORTANT INFORMATION

Absence

If for any reason your child is absent from school, please report their absence as soon as possible but no later than 8:50am to let us know. This can either be done via the **StudyBugs** app (preferred option) or by contacting the school office on 01708 743704 - Option 1 to leave a message on the Absence Mailbox.

We take your child's attendance very seriously. Children with poor attendance and poor punctuality will be monitored by our Educational Welfare Officer. This monitoring may result in a home visit if your child's attendance drops below 96% or they are regularly late arriving at school.

Lateness

It is important that all children arrive at school promptly. Children who arrive late disrupt classroom activities, which can be upsetting for themselves and others. If your child is late please report to the school office and enter their details and reason for lateness onto the Inventory screen outside the office.

Similarly, at the end of the school day if you know you are going to be late picking up your child, it is essential that you telephone the school. Children are to be collected from the office. Late collection charges will apply - see 'Our School Day' for details.

Attendance Awards

At Hylands Primary School we celebrate high attendance by awarding our attendance trophy to the class with the best attendance each week. Attendance by class is also published in the weekly school newsletter.

Core Values and Star Of The Week Awards

Each week in assembly we celebrate children's achievements. Star Of The Week Awards are chosen by teachers to recognise excellent achievement or progress and we also celebrate work towards our Core Values through weekly awards.

Leave of Absence During Term Time

Leave of absence during term time can only be granted in exceptional circumstances. Requests for leave for holidays, birthday treats etc will not be granted and will be recorded as unauthorised absences. Fines for unauthorised absences will be issued by the Local Authority.

School Emergencies

Please ensure the school is informed of any changes to your contact details; this is vital in case we need to contact you urgently about your child or in the event of an unexpected closure. Please ensure that we have received your email address to enable us to share information with you via MCAS. Some personal details can be updated by yourself through the MCAS app.

Health & Dietary Information

Please inform the school immediately if your child has any medical conditions, food intolerances or allergies.

We must always be kept up to date with any changes to their condition and also any changes to your contact details.

MY CHILD AT SCHOOL (MCAS) APP



The My Child at School (MCAS) app is our main means of communication to parents.

MCAS is a free-to-download app that keeps you connected to all of your child's school news, via instant messages sent straight to your smartphone. All you need is an internet connection to stay in the loop with everything from sports days to parents' evenings.

This app will allow you to see/do the following:

- Choose the language in which you would like to view school communications
- Our academic calendar for the current year
- Your child's attendance
- Book parents evening (when available)
- Update certain information on your data collection form for your child and yourself
- Read all school communications.



To get the app on your phone you need to search for 'MCAS' in the Apple App Store or Google Play Store and download the app.

Once your child starts with us at Hylands, we will send you an email with details on the setup of your MCAS App.

Please ensure that you have downloaded this app before your child starts with us so you are ready to receive the most up to date information regarding Hylands.

PUPIL PREMIUM

Early Years Pupil Premium (EYPP) is paid to Hylands Primary School to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

If your child joins our Reception, the Pupil Premium Funding Scheme will enable you to receive help with payment for school trips and uniform, extra-curricular activities, free milk and free meals.

The Government is continuing to help out families with the Pupil Premium Funding Scheme. An added bonus to this is that we at school get an increase of **£2,010 per child** on our school budget for every child **registered** for Pupil Premium Funding. These funds enable schools to take on additional staff and invest in additional equipment, resources and activities to support your child with their learning.

Do You Qualify?

You can register your child for Pupil Premium Funding if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Universal Tax Credit and have an annual income (as assessed by HM Revenue & Customs) of less than £7,400
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Any child whose parents are currently serving in the armed forces are also entitled to Pupil Premium Funding

If, because of your circumstances, your child is entitled to Pupil Premium Funding, please register as soon as possible.

How to Register

To check your eligibility and apply, please click the link below which will take you directly to the correct page on the Havering website.

[Early Years Pupil Premium Application](#)

PRIVACY NOTICE

Use of your child's personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Hylands Primary School, Granger Way, Romford RM1 2RU are the 'data controller' for the purposes of data protection law. Our data protection officer is Mrs Natalie Starns (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about pupils.

If you would like to access the Records Management Policy this can be found on the school website.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's web page on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mr Steve Bowers, Head Teacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mrs Natalie Starns, Squirrels Heath Infant School 01708 446476.

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.