

A Guide for Pupils and Parents Nursery



2025 – 2026

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Welcome to Homer First School & Nursery

We would like to warmly welcome you and your child to Homer First School & Nursery.

Homer First School & Nursery is a community school based on the Laing estate, to the West of Windsor. We admit children from the age of three until they move on to Middle School at the age of nine.

We are very proud of the confident and caring children at Homer who enjoy learning and facing new exciting challenges.

Our aim is to ensure each child receives the highest quality of teaching to enable them to learn and develop and for each child to be the very best that they can be.

We believe children learn best when they are happy and comfortable and therefore we feel our nurturing approach and emphasis on children's emotional care is a priority.

You are the expert on your child and we value strong partnerships with parents and this is the key to a positive and successful time for your child at Homer First School & Nursery.

Our staff are a friendly and highly motivated team of professionals who are committed to providing a safe, fun and happy environment in which children can learn and grow.

Gemma Sharma
Headteacher

Contact Details

Address:	Homer First School & Nursery Testwood Road, Windsor, Berkshire, SL4 5RL
Telephone:	01753 867436
Email:	office@homerfirstschool.co.uk
Website:	www.homerfirstschool.co.uk

Homer First School & Nursery



Vision

When we work hard and we are kind amazing things happen!

Values

Ready

Respect

Safe

Homer Rules

We respect others and listen to people

We are honest

We are kind and helpful

We work hard

We look after property



Section One – Getting Started

THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

TERM DATES 2025/2026

School term and holiday dates for community and voluntary controlled schools. Academy, free and voluntary aided schools can set their own term dates, so please check with your school.

Autumn 2025

Term 1 (38 days)

Term starts on: Wednesday 3rd September 2025* **Term ends on:** Friday 24th October 2025*

October holiday: Monday 27th October 2025 to Friday 31st October 2025

Term 2 (35 days)

Term starts on: Monday 3rd November 2025* **Term ends on:** Friday 19th December 2025

Christmas holiday: Monday 22nd December 2025 to Friday 2nd January 2026

Spring 2026

Term 3 (30 days)

Term starts on: Monday 5th January 2026* **Term ends on:** Friday 13th February 2026

February holiday: Monday 16th February 2026 to Friday 20th February 2026

Term 4 (25 days)

Term starts on: Monday 23rd February 2026 **Term ends on:** Friday 27th March 2026

Spring holiday: Monday 30th March 2026 to Friday 10th April 2026
(Good Friday – 3rd April 2026; Easter Monday – 6th April 2026)

Summer 2026

Term 5 (29 days)

Term starts on: Monday 13th April 2026 **Term ends on:** Friday 22nd May 2026*

May holiday: Monday 25th May 2026 to Friday 29th May 2026

Term 6 (38 days)

Term starts on: Monday 1st June 2026 **Term ends on:** Wednesday 22nd July 2026

Inset days.

There are five Inset (Teacher Training) Days to be taken during the 2025/2026 academic year. One of these, set by the LA, will be the first day of Term 1 (Wednesday 3rd September 2025). The remaining four days are Friday 24th October 2025, Monday 3rd November 2025, Monday 5th January 2026 and Friday 22nd May 2026.

Bank holidays in 2025/26

Christmas Day	- Thursday 25 th December 2025	Easter Monday	- Monday 6 th April 2026
Boxing Day	- Friday 26 th December 2025	May Day Holiday	- Monday 4 th May 2026
New Year's Day	- Thursday 1 st January 2026	Spring Bank Holiday	- Monday 25 th May 2026
Good Friday	- Friday 3 rd April 2026	August Bank Holiday	- Monday 31 st August 2026



Timings of the Day

Time	Activity
8.40am – 11.40am	Morning session:- Drop off at 8.35am and pick up at 11.40am
12.10pm – 3.10pm	Afternoon session:- Drop off at 12.10pm and pick up at 3.10pm

Lunch club is available free of charge to children staying all day.
Please provide a packed lunch for your child.

Funding & Costs

As of September 2025, the government offers the following childcare support:

- **Children aged 9 months to 2 years:** Eligible working parents can now access 30 hours of free childcare per week.
- **Children aged 3 to 4 years:** Eligible working parents continue to receive 30 hours of free childcare per week.

We admit children the term after their 3rd birthday and all 3 to 4 year olds are entitled to 15 hours free childcare and this can be claimed the term after your child's third birthday.

Child's birthday

1 January to 31 March
1 April to 31 August
1 September to 31 December

When you can claim

the beginning of term on or after 1 April
the beginning of term on or after 1 September
the beginning of term on or after 1 January

Some 3 to 4 year olds are eligible to receive 30 hours free childcare. You must meet certain criteria around employment, income, and immigration status.

Employment Status

You (and your partner, if applicable) must be:

- In work (including self-employment or zero-hours contracts)
- On sick leave or annual leave
- On maternity, paternity, shared parental or adoption leave

If you're not currently working, you may still be eligible if your partner is working and you receive certain benefits (e.g., Carer's Allowance, Incapacity Benefit).

Income Thresholds

Over the next 3 months, each parent must expect to earn at least:

- £2,539 if aged 21 or over
- £2,080 if aged 18 to 20
- £1,570 if under 18 or an apprentice

This is roughly equivalent to 16 hours a week at minimum wage. Your combined income must not exceed £100,000 each per year.

If you're self-employed or newly employed, you can average income over the tax year. Some types of income (e.g. dividends or pension payments) do not count.

Immigration Status

You (and your partner, if applicable) must:

- Have a National Insurance number
- Have British or Irish citizenship, settled/pre-settled status, or valid leave with access to public funds

You will be required to prove your eligibility through HMRC. For detailed information, please go to www.childcarechoices.gov.uk. Once you have your eligibility code, you will need to complete a 30 hours free funding form for the school (available from the school office or website) the term prior to your child's start date. If you are not eligible for the additional 15 hours funding, sessions will be charged at £24 per session.

As a school, we are in a position to offer up to 30 hours a week for 38 weeks a year. (NB:- You are able to split your child's entitlement between two different providers should you so wish).

Invoicing & Payment

For those parents who will be paying for sessions, we shall be invoicing at the beginning of term in September for sessions through to the end of December. Payment should be made within 14 days.

Subsequently, an invoice will be issued at the end of each of the long terms (i.e. December/April) and fees will be payable before the first day of each of the following terms.

Any changes to booked sessions must be put in writing and we require a term's notice. Sessions booked but not attended will still need to be paid for and only in exceptional circumstances, and at the discretion of the Headteacher, will payment be refunded.

Childcare Choices

Calling all parents – new
childcare offers launched
by the government

You can now find a straightforward explanation of all government childcare support on the new Childcare Choices website: www.childcarechoices.gov.uk

Childcare Choices brings all the government childcare offers together for the first time, providing a simple way of seeing which schemes are available, with easy next steps to where you can find out more.

Using the website's Childcare Calculator, you can quickly find out which of the offers are available to you and choose what works best for your family: www.gov.uk/childcare-calculator



HM Government

HOMER FIRST SCHOOL UNIFORM LIST

UNIFORM ORDERING

Our school uniform provider is PMG Schoolwear. They supply the sweatshirts and bookbag with the logo. **Please place your order with PMG Schoolwear before Friday 8th August latest** at www.pmgschoolwear.co.uk. A size guide is available on their website. If you have any difficulties with on-line ordering, please contact their customer services on 01895 809321.

Uniform

At Homer, our colours are red and grey:

- Red or white plain polo shirts
- Red sweatshirt bearing the school logo. We ask that you purchase one sweatshirt with our logo from the stockist above. Additional plain red sweatshirts can be purchased from high street store.
- Trousers, tracksuit bottoms or leggings (any colour)
- Children are expected to wear sensible shoes

All clothing must be named. We have a fundraising account with Stikins name labels. The labels stick in and stay in – no sewing or ironing needed. For information or to order, please visit www.stikins.co.uk. Please quote our fundraising number 36057 to help raise funds for our school.

What your child needs – at a glance

- School uniform
- Bookbag (Reading Folder)
- Lunchbox
- Breaktime snack (fruit only)
- Bottle of water (spill proof bottle)

Communicating with parents

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

We use SCOPAY for:-

- Email and text message communications
- Dinner money payments and booking meals
- Breakfast club payments and bookings
- School trip and event payments, bookings and forms
- Booking parents' evening appointments

SCOPAY brings a lot of benefits for you:

- Download the free SCOPAY app - it's easy to use.
- One parent/guardian account can be used for multiple children – even siblings in different schools which also use SCOPAY.
- Many payment options - including debit or credit cards, GooglePay, ApplePay and PayPoint.
- All payments are secure - the system is FCA Approved.
- Easily view your balances and payment history, including payments made in school.
- Set up alerts for a number of different things – e.g. when an account balance drops below a certain amount.

Packed lunches

To provide a healthy and nutritious meal we recommend a selection of the following items in your child's lunch box:

- Sandwiches or a roll - filled with meat, fish, cheese or egg – not jam or chocolate spread
- Salad – pasta, green or mixed
- Cheese – not processed or the 'stringy' kind
- Chopped raw vegetables – eg carrots, cucumber or tomatoes
- Yogurt – not the squeeze kind! And a spoon
- Fruit – fresh or dried
- Fruit squash/juice or water - not fizzy

Occasional treats – not every day please:

- Small packet of crisps or savoury biscuits
- Small cake / mini roll / biscuit – preferably fruit or plain
- Cocktail sausages / sausage roll

It is helpful to provide your child with sufficient so they are not hungry although beware of overloading the lunch box!

Items not allowed at any time:

- Sweets
- Fizzy drinks
- Squeeze yoghurts
- Nuts of any kind (including peanut butter & chocolate/hazelnut spread)

We encourage the children to eat the savoury food first and not to swap or try food from anyone else's lunch box. Any food not eaten will not be thrown away at school but will be brought home to show you.

Breakfast Club

The Club runs in the school hall every morning for children in Nursery through to Year 4.

Timing:- 7.30am – 8.30am (Breakfast is served between 7.30am and 8am only).

Cost:- £7.00 per child and £6.50 for each additional sibling

All sessions must be pre-booked and paid for in advance using via your SCOPAY account. Please click on the link below for a parents' guide to booking breakfast club.

[scopay-parent-guide-booking-sessions.pdf](#)

After-school Club

The Gap Club run after-school provision on our site for Homer children in Reception through to Year 4 up to 6pm each weekday. www.thegapclub.com

Introducing the new Early Years Speech and Language Enquiries line!

Let's talk! If a family has a Berkshire GP, they can call us and speak to a Speech and Language Therapist to discuss any concerns about their preschooler's communication.

Concerned about a child's communication skills?

How can I help my child
learn more words?

How can I help them
listen to me?

How can I help them
play with me?

Am I doing this right?



Berkshire Healthcare
NHS Foundation Trust

**Call our Enquiries Line to get advice from
a Speech and Language Therapist:**

0118 904 3700

Lines are open Tuesdays and Thursdays 9am - 3.30pm.

Available for parents/carers of children aged 0-5 years with a Berkshire GP.



Section Two – Helping Your Child Do Their Best

Home-School Agreement

The School Will.....

- Respect and value each child as an individual within the school community
- Provide a safe, secure and happy environment
- Supply parents with information on topics being taught and how they can help
- Provide a balanced and challenging curriculum, giving parents feedback on their child's progress
- Foster good behaviour

Parents Will....

- Support home learning and attend parental interviews to discuss pupil progress
- Promptly notify the school of any changes in circumstances that may affect the child's well-being
- Support the school's policies and guidelines for behaviour and attendance
- Take as active a role in the school as possible

Children Will.....

- Be honest
- Take care not to hurt anyone by what they say or do
- Respect school equipment and care for their own and other people's belongings
- Work their hardest and do their best
- Work as a team, respecting the difference of others

Together We Will.....

- Build each child's confidence and self-esteem
- Celebrate the achievement of every child
- Take pride in our school
- Listen to each other's concerns and act on them



Section Three – Staff

Staff List

Mrs G Sharma
Mrs E Young

Headteacher
Deputy Headteacher & SEN Co-ordinator

Mr M Harrold
Mrs L Mirfin
Mrs R Rafiq

Site Controller
Office Manager
School Business Manager

Mrs E Bleach
Mrs P Clark
Mr S Finney
Miss L Henderson
Mrs S Lawrence
Miss E Noon
Miss H Thomas

Teacher
Teacher
Teacher
Teacher
Teacher and Deputy SEN
Teacher

Mrs D Allaway
Mrs R Bond
Mrs J Buckley
Miss J Carlton
Ms J Cooper
Mrs T George
Miss V Hatton
Miss T Langley
Mrs J McBride
Mrs S Salmon

Teaching Assistant/ELSA
Teaching/Lunchtime Assistant/ELSA
Teaching Assistant
Teaching Assistant
Teaching/Lunchtime Assistant
Teaching Assistant
Teaching/Lunchtime Assistant
Teaching/Lunchtime Assistant
Teaching/Lunchtime Assistant
Teaching/Breakfast Club Assistant/ELSA

Mrs S Barnes
Mrs E Drummie
Miss N Pegg

Lunchtime Assistant
Breakfast Club/Lunchtime Assistant
Lunchtime Assistant

List of Governors

Mrs Sharma, Headteacher

Mrs Young, Deputy Headteacher

Mr Cox-Higgins, Chair (Co-opted Governor)

Mr Clive Haines, Local Authority Governor

Mrs Clark, Staff Governor

Miss Brand, Co-opted Governor

Mr Padam, Parent Governor

Mr Bowley, Parent Governor

Mrs Taylor, Clerk to the Governors



Section Four – Important Information

General Information

Arriving/Leaving the Premises

The road and lay-by within the school grounds are part of the staff parking area, **so please do not drive your car onto the school site unless it is an emergency or you have a blue badge and have obtained permission to do so.**

No bikes or scooters should be brought into the school playground. Please either leave any bikes/scooters in the bike shed whilst you drop off and collect your child or they can be carried by an adult, if preferred.

Children should not use the playground equipment before or after school. We cannot accept responsibility for any incidents that may occur during these times.

At the end of the school day, please leave the school grounds promptly to allow the after school clubs to start on time – the gates will be closed at 3.15pm.

Dogs, with the exception of guide dogs and hearing dogs, should not be brought into the school or playground under any circumstances. We would ask that any dogs brought onto the area at the front of the school are supervised by an adult at all times and are not left alone, tied up to the school gates or railings.

Dental/Medical Appointments

Parents are asked to book appointment whenever possible outside of nursery session times. If this is not possible, parents must sign their child out from the front office when they collect their child for their appointment and in again on their return.

School Absence

Just to get you into a good habit ready for starting school, please complete an absence request form which is available from the school office or on our website under Parents, Late/Absence procedures.

Medication

The school must be informed on any medication being taken by pupils and medical problems. In the event of illness or accident in school, parents will be contacted at the earliest possible opportunity.

Lost Property

All property should be clearly named. The school cannot accept responsibility for lost property.

Responsible Use of the Internet

Mindful of the possibility of children gaining access to undesirable materials, we have taken steps, along with the Local Authority, to deal with this.

Our Internet access is supplied by the Royal Borough of Windsor and Maidenhead and it has a built in filtering system that restricts access to sites containing inappropriate content. As an additional measure of protection, we have ensured that all our computers are in public view and an adult is present to supervise.

No system is perfect, however, and you should be aware that it is not possible to entirely remove the risk of finding unsuitable material.

The following rules will help protect pupils, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and internet use must be appropriate to the pupil's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- The use of public chat rooms is not allowed.
- Irresponsible use may result in the loss of internet access.

Milk

Providing free milk is a great way to support the health and development of children in our care. It is one of the few drinks recommended in the new voluntary food and drink guidelines for Early Years settings in England.

Every child under the age of 5 is entitled to a **free** 189ml serving of milk. Children aged 5 and over can register to receive subsidised school milk at www.coolmilk.com.



Welcome to Friends of Homer

Now that your child has joined Homer, you have automatically become a Friend of Homer!

What is Friends of Homer?

- FOH is a fundraising body to enhance the experience of your child at Homer. You can get involved as little or as much you want to – though the more the merrier!
- Through the school year, we run a variety of events and activities to both raise money and have fun.

What have FOH funded at the School lately?

Between 2012 and early 2025, FOH have spent over £27,000 from fundraising.

Highlights from the 2024/25 school year included:

1. £2000 spent on new reading scheme books.
2. Providing microscopes for science lessons.
3. £1275 spent on additional staging.

Who are the committee?

There are a number parents and carers serving on the committee who meet monthly, either via an online meeting or in person. Our task is to define the fundraising schedule of events, make them all happen, and agree with the Headteachers how the money raised will be spent. We approach this with 2 main aims:

1. Raise some money
2. Have some fun!

How do I find out what is going on?

We regularly provide updates in several ways including letters in book bags, the school's parent communication system, posters, class WhatsApp groups, our Facebook page and via the free app Classlist, which we encourage all parents and carers of new starters to sign up to. The link to join is:

<https://classlist.page.link/4qFhE7YDfKExwYi59>

How do I get involved?

You can become involved as much as you like! From being a committee member, to helping out at events; there is always help needed and the more people we have, the easier it is managing events and also to make more money! For events where you are working with children and the parents/carers are not present, you will need to be DBS checked. This is a very straightforward, simple procedure, and forms are available from reception. Contact friendsofhomerschool@gmail.com for more information about how you can get involved.

We thank you for your support and look forward to seeing you at our upcoming events!

Homer First School and Nursery



GDPR Privacy Notice Pupils/ Parents/Carers

Status: May 2024

Review Frequency : Yearly or as legislation is updated or school data processing changes occur

Review due: May 2025

Privacy Notice (How we use pupil information)

Homer First School and Nursery is a data controller and, as such, is registered with the ICO and complies with the principles of the General Data Protection Regulation 2018 (GDPR) which replaces the Data Protection Act 1998.

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

- Personal information (such as name, unique pupil number and address)
- Parental / Carer Information
- 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)
- Pupil assessment information
- Medical Needs
- Dietary Requirements
- Special Educational Needs information
- Behavioural information
- Child Protection Information
- Accident / incident records

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to support pupil health and wellbeing
- to ensure child protection and safeguarding
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support Pupil Premium eligible pupils
- with parental / carer permission photographs are used for in-school displays
- school prospectus, school website to support learning and provide information about the school
- to communicate with parents / carers

The lawful basis on which we use this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 section1 and Article 9 section 2 of the General Data Protection Regulation 2018.
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

Collecting pupil information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. If your consent is required, you will be able to withdraw your consent at any time, by contacting the school office by email to office@homerfirstschool.co.uk

Storing pupil data and disposal

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Information is stored electronically on the school secure network protected by passwords and hard copies are kept in secure storage. Hard copies will be destroyed on site (1 shredder is available to staff kept in a secured place in the school office).

Pupil records are transferred to the pupil's next school electronically via Secure S2S access site and paper records sent via secure post.

Child Protection files are transferred to the pupil's next school when they leave. Any records that are held in a separate file are retained for pupils DOB plus 25 years.

Special Educational Need pupil records are transferred to the pupil's next school when they leave.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority and other local authorities for other local authority pupils attending the school
- The Department for Education (DfE)
- HSE – major accident reporting
- School Nurse / NHS
- School meals provider – Caterlink
- Bikeability – cycling proficiency – consent obtained
- School photographer – consent obtained
- School milk scheme – Cool Milk – consent obtained

In some instances, we may share information with third party companies. We have engaged their services to enable us to store and use pupil data within the school. These companies are also duty bound to comply with the GDPR regulations.

The following 3rd party companies are engaged by the school:

- Capita
- ESS
- Phonics Play
- Cybersupport Ltd
- Windsor Schools Sports Partnership
- East to West
- White Rose
- First Aid Forms Ltd
- Math Circle
- 2simple Software Ltd
- 3P Learning Ltd
- Kapow Primary
- School Website
- Rocksteady Music School Ltd
- Ufton Court Educational Trust
- The Gap Club
- Avenue Dance Company
- MW Football Coaching Ltd
- Tucasi Ltd
- CPOMS
- Mad Science SW
- Play Sports Leagues
- Athena Angels Gymnastics Club

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 our local authority (LA)/ other local authorities (OLAs) relating to OLA pupils and the Department for Education (DfE) under section 3 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 in the first instance the School Office Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. See contact details below.

Alternatively, you can contact the school nominated Data Protection Officer at RBWM

dpo@rbwm.gov.uk tel: 01628 796675 or 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:

