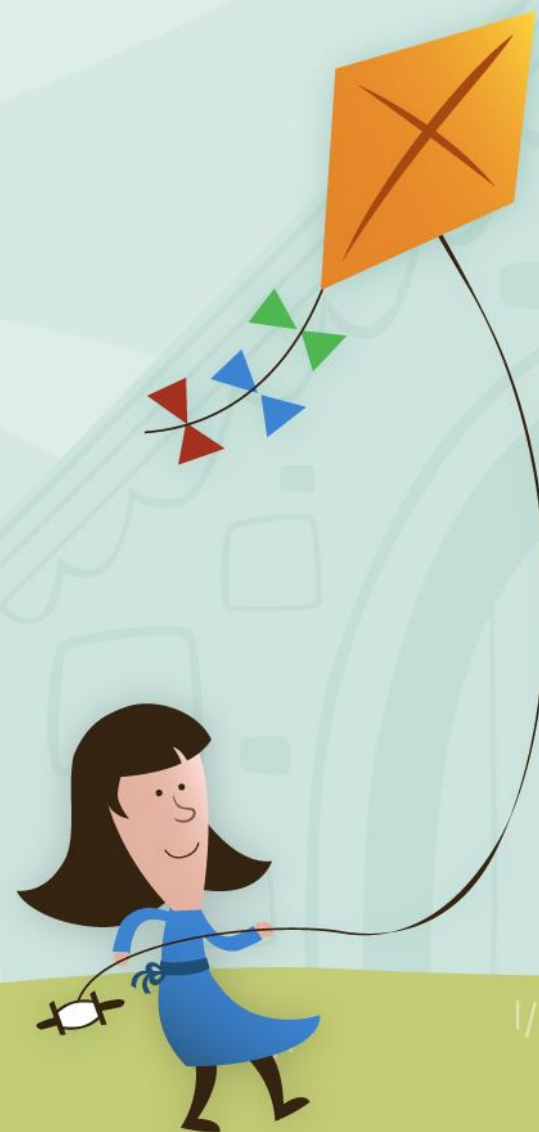




A Guide for Pupils & Parents

2025 – 2026



Welcome	3		
Contact Details	3		
Our Visions and Values	4		
<u>Section One – Getting Started</u>		<u>Section Three – Staff & Governors</u>	
School Term Dates	6		
Timings of School Day	7	Staff List	17
Uniform	8	Governors List	18
Communication	9		
Breakfast & After-School Clubs	10	<u>Section Four – Important Information</u>	
Staying for Lunch at school	11		
<u>Section Two – Helping Your Child Achieve Their Best</u>		General Information	20
		Responsible Internet Use	21
		Fruit and Vegetables	21
Preparing your child for school	13	Milk	21
Home-School Agreement	15	Welcome to Friends of Homer (PTA)	22
		Data Protection (GDPR)	23



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 3 years 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.

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

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



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



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



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



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

Summer 2025

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 25th December 2025
Boxing Day - Friday 26th December 2025
New Year's Day - Thursday 1st January 2026
Good Friday - Friday 3rd April 2026

Easter Monday
May Day Holiday
Spring Bank Holiday
August Bank Holiday

- Monday 6th April 2026
- Monday 4th May 2026
- Monday 25th May 2026
- Monday 31st August 2026



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



Timings of the School Day

Time	Activity
8.30am	School gates open
8.35am	Doors open for start of day and registration
Between 10.15 – 11.15am	Rolling Break
11.50am – 1pm	Staggered Lunchtime
3.05pm	School gate opens
3.10pm	School day ends. Doors open and children dismissed.



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



Uniform

UNIFORM ORDERING

Our school uniform provider is PMG Schoolwear. 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. We ask that all children have at least one set of uniform with our logo to wear for school trips/photos. Additional plain red polo shirts/sweatshirts/cardigans available from any high street chain are also acceptable.

Uniform

At Homer, our colours are red and grey:

- Grey trousers (with grey socks), skirts or pinafores (with white socks/red or grey tights)
- Red or white polo shirts and red sweatshirts or cardigans (bearing the school logo)
- In the summer girls may wear red and white checked or striped dresses with white socks and boys may wear grey shorts with grey socks
- Children are expected to wear sensible black shoes (not trainers)

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.

PE Kit

- Black shorts
- Plain red round neck T-shirt
- Trainers
- Black jogging bottoms
- Plain red sweatshirt (no hoodies)

In EYFS, the children wear their PE kit into school on a Friday.

In the interests of hygiene and safety, long hair must be tied back.

All PE kit must be named.

The wearing of jewellery, except watches and stud earrings is not permitted. (These must be removed for PE and games. Children must remove and replace their own earrings or apply tape over them).

Quick checklist:-

School uniform
PE kit (including trainers)
Bookbag (Reading Folder)
Lunchbox (or order lunch on-line via SCOPAY – details will follow)
Breaktime snack (fruit only)
Bottle of water (spill proof bottle)
PE bag (optional)



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



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.

From September 2025 we will be moving to a new communication system. As soon as this has been installed and set up, we will share full details with you.



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



Breakfast Club

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

All sessions must be pre-booked and paid for in advance. Details of how to book will be shared once our new communication system has been installed and is up and running.

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

A booking guide will be available on our website under Parents, School Clubs.

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 week day. Bookings should be made directly with The Gap Club.

Cost: - For regular sessions:

Until 4:30pm = £12.00

Until 6:00pm = £16.50

For Ad Hoc sessions = £2.50 extra per session

For information and bookings, please contact them by phone - 07854 078728 or by email - office@thegapclub.com or visit their website at www.thegapclub.com



Staying for lunch at school

Hot School Dinners

We are very fortunate to have meals cooked on our premises and hope that you will encourage your child to try the hot school lunches.

We use an on-line system called SCOPAY which allows parents to view the menu and order lunches without the need to send cash or cheques into school. Children in EYFS, Year 1 & 2 are eligible for the Universal Free School Meal and the government covers the lunch cost.

Once you start at Homer, you will be sent a letter inviting you to register and we would encourage you to do so - even if you don't want to order a school lunch initially, you may wish to at some point in the future. You can order weekly, monthly or termly.

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 squeezy 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
Squeezy 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.



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



SECTION 2

Helping your child achieve their best.



Preparing your child for school

Parents have a vital role in preparing their children for school in a whole range of areas. This can be in their social, emotional and personal skills as well as their manual and physical skills. Parents often ask "How can I help prepare my child for school?" Integrated focused skills and activities in your child's day-to-day play will help with their own learning journey and will just become a part of every-day life. One of the most important things your child needs is a voice. Listening, commenting and speaking to your child is paramount in their confidence and self-belief.

Looking at the guidelines listed below will help with the transition from home or nursery to school, laying a firm foundation for the more specialised work that takes place within the school environment.

Personal and Social skills

Does your child routinely:-

- treat all possessions with care and respect?
- Know how to use a knife, fork and spoon?
- Sit around a table to eat with other members of the family talking about the day?
- Say please and thank you where appropriate?
- Make reasonable attempts to dress and undress themselves?
- Understand the importance of taking turns and sharing?
- Recognise and find personal belongings?
- Carry out simple tasks independently?
- Use the toilet without prompting?
- Flush the toilet after use?
- Wash hands with soap without prompting after using the toilet?
- Wash hands before meals?
- Cover mouth when coughing or sneezing?



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

Manual skills

Can your child:-

- Hold a pencil using just a thumb and the first two fingers?
- Cut out a shape with reasonable accuracy with scissors?
- Do up and undo buttons, buckles, Velcro and zips?
- Trace over an outline?

Listening, Speaking and Language concepts

Can your child:-

Listen and focus attentively without interrupting (e.g. 4 minutes for a 4 year old, 5 minutes for a 5 year old)?
Respond and request using full sentence structures?
Re-tell a simple story they have heard?
Tell you a simple story they have made up themselves?
Predict what will happen next in a story?
Answer questions about a story they have heard?
Recognise animals by sound?
Detect a rhyme in a story, poem or sentence?
Count reliably up to ten objects?
Know large and small body parts (e.g. leg, ankle)?
Understand colour words?
Tell what is soft, hard, smooth or rough?
Understand information-carrying words (e.g. Put, Point, Show me, Touch, After, Before)?
Understand categories (e.g. food, animal, clothing)?
Understand concepts such as hot/cold, long/short, wet/dry, full/empty?
Understand the concept of past, present and future?

Please remember to praise and encourage your child in their learning journeys, it should be fun and exciting. If your child shows a lack of readiness; do not force it, revisit it another day.

Physical skills

Can your child:-

- Stand still for five seconds?
- Balance on one leg?
- Run and jump?
- Skip with or without a rope?
- Jog and gallop?
- Catch a ball?
- Throw a ball to someone else?
- Balance a bean bag or book on their head?



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



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



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



SECTION 3

Staff & Governors



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 Teacher & Deputy SENCo Teacher
Mrs D Allaway Mrs R Bond Mrs J Buckley Miss J Carlton Ms J Cooper Mrs T George Miss T Langley Miss V Hatton Mrs J McBride Miss K O'Hara Mrs S Salmon	Teaching/Lunchtime Assistant/ELSA Teaching Assistant Teaching Assistant Teaching/Lunchtime Assistant Teaching Assistant Teaching/Lunchtime Assistant Teaching Assistant/ELSA Teaching/Lunchtime Assistant Teaching Assistant Teaching Assisstant Teaching/Breakfast Club Assistant/ELSA
Mrs S Barnes Mrs E Drummie Miss N Pegg	Lunchtime Assistant Breakfast Club/Lunchtime Assistant Lunchtime Assistant



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



Governing Body

Mrs Sharma	Headteacher
Mrs Young	Deputy Headteacher
Mr Cox-Higgins	Chair of Governors (Co-opted Governor)
Mrs Clark	Staff Governor
Mr Haines	LA Governor
Mr Padam	Parent Governor
Miss Brand	Co-opted Governor
Mr Bowley	Parent Governor
Mrs Taylor	Clerk to the Governors



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



SECTION 4

Important Admin 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 obtained permission to do so.**

No bikes or scooters should be brought into the school playground. Please either leave any bikes/scooters at the bike racks 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 appointments whenever possible outside of normal school hours. Parents must sign their child out at the front office when they collect their child for their appointment and in again on their return. If your child will miss morning or afternoon registration for an appointment, a term time absence request should be completed (see below).

School Absence

Any requests should be made at least two weeks in advance, using the absence request form which is available from the school office or on our website under Parents, Late/Absence procedure.

Medication

The school must be informed of 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.

Fruit/Vegetables

Under the Government's School Fruit and Vegetable Scheme, each child aged four to six in LEA-maintained schools will be entitled to receive 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.

Homer has been part of this scheme since November 2004 and this all helps to reinforce our commitment to healthy eating. The scheme is voluntary, and although there is no obligation for your child to take part, we hope you will agree 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 let us know as soon as possible. It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.

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.



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





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 2024, 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 for 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, 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!



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



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



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



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



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



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 section 1 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



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



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.

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 retained for DOB plus 25 years.

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)

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



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



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 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



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



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

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



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>



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



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 email: dpa@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:

School data protection administrator- Rosina Rafiq, School Business Manager, Tel: 01753 867436 Email: finance@homerfirstschool.co.uk



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

