

The Governors, Head teacher and staff extend a warm welcome to you as parents of Conifers Primary School, and hope you will rapidly feel part of our community.



Conifers Primary School

Radipole Lane , Weymouth ,

Dorset , DT4 0QF

Telephone: Weymouth 771289

E-mail: office@conifers.dorset.sch.uk

Website: www.conifers.dorset.sch.uk

Headteacher: Mrs R Hiscock

Chair of Governors: Mrs A Matthews



Dear Parent

Welcome to Conifers Primary School !

We aim to work with you in partnership to provide your child with a wealth of experience through a broad and balanced curriculum on which can be built the understanding and skills needed for life.

It is intended that this handbook will answer many of your questions about our school life and that it will be a useful reference booklet for the future. Please do not hesitate to contact us if you require further information or have a specific problem concerning your child.

We look forward to welcoming you and your child to Conifers Primary School, and hope that you will take a keen interest in all that we do.

Yours sincerely

Mrs R Hiscock

HEADTEACHER

CONIFERS PRIMARY SCHOOL

'A nurturing environment inspiring achievement.'

Aims:

- ❖ **To create a happy and secure, stimulating environment where each child is valued and feels important as an individual.**
- ❖ **To encourage the development of an enquiring mind and foster a love of learning so that our children wish to expand their skills, concepts and knowledge.**
- ❖ **To provide a broad, balanced and well structured curriculum, with appropriate learning and teaching that focuses upon, and meets the needs of each individual child, ensuring high standards of achievement.**
- ❖ **To show and encourage appropriate behaviour, so that our children learn that courtesy, good manners, consideration and respect for others are important and desirable qualities.**
- ❖ **To value all staff, and the contribution and involvement of parents, the Governors and the wider community, ensuring all work together in partnership.**
- ❖ **To foster our children's social, emotional, moral, spiritual and cultural development.**
- ❖ **To provide our children with equal opportunities and access to resources as appropriate to their needs.**
- ❖ **To help our children understand the world in which we live and to have a respect for and tolerance of other races, religions and ways of life.**

INTRODUCTION

Conifers Primary School opened on 1 September 2004. The school is designated a 'Community' school and admits children from aged 4 - 11 years.

Provision of Primary Education in this area of Weymouth was reviewed in 2001 following a process of public consultation. The result of this was the amalgamation of Westhaven Infant and Junior Schools to form Conifers Primary School .

The school has pedestrian entrances at Quibo Lane and Radipole Lane with the main vehicular entrance from Radipole Lane . There is staff and visitor car parking, but no car park for parents to drop off and collect children. The school encourages walking or cycling to school.

The purpose-built school has a particularly impressive design and is spacious and practical. It is set in its own extensive grounds which currently include playing fields, playground, nature / wildlife area and outdoor teaching areas.

Inside, the hall is centrally situated with a music/drama studio attached. The library is also at the 'heart' of the building, adjacent to the entrance foyer, readily accessible to all the children. An Information Technology Suite is on the first floor level and the building is wired to enable the networking of computers throughout the school

Classrooms are arranged in pairs, each serving a year group of 60 children. There are six bases at ground level and eight on the first floor. The youngest children have their own designated area and facilities.

The school is not affiliated with a particular religious body, and religious education in the school is Christian based and non-denominational. Parents may withdraw their children from religious education and collective worship, if they wish. Please contact the Headteacher to discuss further.

It is the aim of the staff here to ensure that the school is a happy and successful one. We endeavour to be as supportive as possible towards the children in our care and will teach in ways that meet the childrens' needs.

Prospective parents are always welcome should they wish to visit the school in order to discuss the opportunities provided for their children, and should contact the school for an appointment.

Opportunities are given during the school year for parents to discuss childrens' work and progress with the teaching staff. Parents are welcome to contact the class teacher or the Headteacher at other times, but it may be necessary to make an appointment.

We are fortunate to have a Children's Centre on site, which also houses Little Firs Day Nursery. Close contact exists between the school and the nursery to ensure children transfer smoothly into school life.

ADMISSIONS

Children have a statutory right to start school at the beginning of the term following their fifth birthday. The vast majority of children start school full time in the September, as it is beneficial for all pupils to undergo the planned induction process and establish friendships within the group.

All children are admitted to school in the September following their fourth birthday and will be given a staggered start on a part time basis until Autumn half term where the children will then become full time.

The school is organised on a class basis, with the children spending the majority, if not all, of the school day with their class teacher in the early years. A timetable is necessary for the use of the hall, library and ICT Suite. Children will be taught individually, in groups and as a whole class depending upon the activity and the needs of each child. Great emphasis is placed on the needs of the individual child who will develop and progress at his or her own pace, supported by members of staff in the most appropriate way.

Times of School Sessions

Morning Session: 8.45am to 12.15pm (12.30pm for Years 5 and 6)

Afternoon Session Years R, 1 and 2: 1.15pm to 3.15pm

Afternoon Session Years 3, 4, 5 and 6: 1.15pm to 3.20pm

Afternoon Session Years 5 and 6: 1.30pm to 3.20pm

Children in years R, 1 and 2 must always be collected from school by an adult. If parents are unavoidably delayed when coming to collect their children they are required to inform the school as soon as possible. Please stress to your child that they must always wait with their class teacher until their grown-up arrives to collect them. If the arrangements for collection of your child are altered, please could you inform your child's class teacher? Older children in years 3, 4, 5 and 6 do not need to be accompanied by an adult.

SAFETY AND SECURITY

The safety of our children is of paramount importance. The school has a secure entrance. During school hours there are strict entry procedures. The identity/business of any stranger is ascertained before they are admitted to school. All visitors in school (anyone who is not a member of staff) must report to the office on arrival, sign the visitor's book and collect a badge to wear. No child is allowed to leave during the school day unsupervised and parental permission is always sought for any outing away from the school site. When school is in session the gates at the front entrance are kept closed to prevent reckless vehicular access.

SCHOOL WEBSITE

Conifers Primary School has a website containing information about the school with examples of work produced by the children. Newsletters and dates of school terms and events can be found on the site together with some information about our pre-school and after school club. There are links to sites which may be useful to parents, teachers and children. We are continuing to develop the website and plan to add more children's work, information about the local area and reports on school activities. You can find our website at www.conifers.dorset.sch.uk. Any comments on whether you found it helpful would be welcomed!

SCHOOL UNIFORM

There is a uniform at the school, and we do encourage parents to send their children to school in uniform, as this develops a sense of identity with our school.

Boys: Years R, 1 and 2

Grey trousers/shorts

Plain white polo shirt

Navy blue v-neck sweatshirt



Years 3, 4, 5 and 6

Grey trousers/shorts

White shirt (winter) with a tie

Short sleeved white shirt (summer)

Navy blue v-neck sweatshirt

Plain black shoes (not trainers please)

Girls: Years R, 1 and 2

Grey skirt, trousers or pinafore dress

Plain white polo shirt

Navy blue cardigan/V neck sweatshirt

Summer- small check dresses in navy

Short sleeved white polo shirt



Years 3, 4, 5 and 6

Grey skirt, trousers or pinafore dress

White blouse (winter) with a tie

Navy blue cardigan/V neck sweatshirt

Summer - check dresses in navy

Short sleeved white polo shirt or short sleeved white blouse

Sensible black shoes (No high heels or trainers)

We ask that all children wear a sun hat at playtime and lunchtime during hot weather.

For Physical Education your child will need:

Years R, 1 and 2

Shorts (preferably black)

White T-shirt or polo shirt

Plimsolls

Spare pair of socks

Years 3, 4, 5 and 6

Shorts (preferably black)

White T-shirt or polo shirt

Trainers for outdoor games

Shin pads (optional for older children)

Spare pair of socks

Tracksuit (preferably navy blue or black, useful in cold weather)

These items will need to be kept in a suitable bag, which will hang on a peg.

All children are expected to do dance and PE in bare feet unless there is a medical reason why this is not possible.

NB Children in Year R will not need plimsolls until the Summer Term.

All items of clothing and belongings need to be clearly marked with your child's name so that lost items can be returned quickly to their owners.

When purchasing items of clothing to be worn at school, we ask parents to bear in mind the child's age and ability to dress and undress. We consider that the uniform is as simple as possible so that parents can buy the best value for money. *(A small grant is available, biannually to parents who are on Income Support/Income based job seekers allowance, please contact the school office for further details.*

Jewellery

We do not encourage children to wear jewellery to school, as it can be dangerous, particularly in PE and at playtimes. Only single stud earrings are acceptable for those children with pierced ears. Watches may be worn but the school will not be held responsible for any loss or damage.

Mid – Morning break and Milk

Free milk is available for children under 5 and at a **small** cost thereafter. The milk is supported through the "Cool milk" scheme thanks to an E.U. subsidy. Please ask for a registration form if you would like milk provided for your child.

Children aged four to six receive a free piece of fruit or vegetable each school day under the Government's School Fruit and Vegetable Scheme. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables, so promoting healthy eating. Older children may bring a small snack of fruit (fresh or dried), to eat during morning playtime. (Sweets, chewing gum or bubble gum are **NOT** allowed at all).

Lunchtimes

Hot, nutritious school meals can be purchased for your child. Menus conform to government food and nutritional standards and include a vegetarian option.. Full details of hot school meals can be obtained from the office.

Children may prefer to bring a packed lunch in a small NAMED container. Drinks should be provided in a container that is unbreakable and leak proof, with a cup or straw if needed.

(No sweets or fizzy drinks please)

The children are supervised at lunchtime by Supervisory Assistants. There is always a Senior Midday Supervisor on duty at lunch times.

If behaviour at lunchtimes becomes unacceptable, a pupil can be excluded from the school during the lunch period.

If you think your child may be eligible for free school meals (i.e. you are in receipt of Income Support or Income-based Job Seeker's Allowance) you are asked to contact the school secretary who will give you the necessary form to complete in strictest confidence. If you are unsure, please ask.

ATTENDANCE AND WELFARE

All absences from school must be accounted for by letter or a telephone call on the first day of absence. We would like to know that you know where your child is! The Education Social Worker will follow up constant lateness and irregular attendance.

If your child becomes ill while he/she is at school, every effort will be made to contact you. We also require a contact name and address and telephone number of someone who would be prepared to take responsibility for your child, if you are not available. **To make this possible it is essential that we have as up to date information as possible and are informed of any relevant changes.**

Children who are unwell should not be sent to school and parents are asked to remember that sending children back to school too soon after illness can mean that the illness is passed on to other children. In particular we ask parents not to send children to school for 24 hours after sickness/ stomach upsets.

Sometimes children have an accident in school. First Aid is given to those with minor injuries, but if the injury is more serious or further treatment is considered necessary, parents will be contacted and/ or advice sought from medical authorities.

Whilst we wish to be as helpful as possible concerning administering medicines, I am sure that you will understand that we have to be very careful. If it is absolutely necessary for your child to take **medication prescribed by the doctor** during school time, (i.e. at least four times daily), please ensure that the container is clearly labelled with the child's name and the dosage and that it is handed in at the office. We ask that parents fill in a daily medical form so that the administration of medicines is made easier. No child is allowed to keep medication in his/her own possession.

We also ask parents of children who suffer from asthma to complete a school asthma record and ensure that the child has a reliever inhaler in school in case it is needed.

It is felt that generally it is better for children to get fresh air and exercise at playtime. If there are exceptional circumstances please discuss these with the class teacher. If your child is fit enough to attend school, in most cases he/she is fit enough go out at playtime.

Medical and dental inspections are carried out at intervals during the time your child is at school.

Headlice

Children are no longer checked for headlice at school. Please examine your child's hair regularly and seek immediate advice from your doctor or pharmacist as to the current treatment. It would also be helpful if you could inform the school of the problem. Please make sure long hair is tied back. Regular combing with a special comb (available from pharmacists) can help. Parents are requested to keep children at home until an infestation is fully treated to avoid the problem spreading to other children at the school.

ABSENCE FROM SCHOOL

All absences from school have to be reported to the DfE (Department for Education) and the Local Authority. They are classed as authorised and unauthorised.

Absence will be authorised for:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances

Absence will not be authorised for:

- Shopping
- Looking after family members
- Minding the house
- Birthdays or similar events

During the past year:

Authorised absence 6.0 %

Unauthorised absence totals 0.7%:

These figures are above the Dorset average. We hope you will help us to lower these percentages by ensuring your children arrive at school on time for registration and providing letters explaining absence from school.

HOLIDAYS IN TERM TIME

As regular attendance is essential, it is expected that parents will take their holidays during school holiday times. If this proves impossible, you may apply to the school for a holiday form to request leave during term time. A maximum of 10 days can be approved by the governors in exceptional circumstances.

SPECIAL EDUCATION

Conifers Primary School is an inclusive school. Where appropriate, the school aims to give special help to children with specific or general learning difficulties, and to very able children. All children will have access to the whole of the curriculum.

We are committed to the full participation of children with special educational needs in the life of the school and to ensuring that children are adequately supported according to their individual needs. Children with learning and or behavioural difficulties may, with parental consent, be referred to the Educational Psychologist or other support services, as relevant. Parents will be kept fully informed of any difficulties that their children may be experiencing and teachers will work co-operatively with parents to help children make the best possible progress. We are proud of the progress individual pupils make towards their targets.

DISCIPLINE

It is our aim to encourage children to develop a respect for others around them, and for books, equipment and the school as a whole. We hope that children will become caring members of our school community. We expect polite and courteous behaviour; bullying, aggressive or anti social behaviour will not be tolerated. Children will be made aware of our "School Charter" when they start at the school, and they will be expected to act within these rules. Where children don't follow their responsibilities a variety of sanctions may be used, from the loss of free time and in very extreme cases, exclusion. It is obviously hoped that teachers and parents will be able to work together to prevent such action becoming necessary. The school's behaviour policy is available on request.

Conifers School Charter. Rights and Responsibilities

Rights

- To be safe and happy at school
- To be healthy
- To play
- To learn
- To be listened to
- To be treated equally
- **To have rights**

Responsibilities

- To follow instructions about safety
- To recognise dangers around us and tell an adult
- To think and make choices that help keep us safe
- To be kind and gentle towards others
- To treat people and property with respect
- To drink clean water
- To have a healthy snack for break
- To bring a well balanced lunch
- To play thoughtfully
- To play games that do not cause hurt or upset to others
- To respect that others might not want to play our games
- To try our best at everything we do
- To do what we have been asked to do
- To ask if we are unsure
- To allow and help others to learn
- To listen to others
- To take everybody's ideas seriously
- To respect that other peoples' ideas may be different from ours
- To recognise and celebrate that we are all different
- To treat each other the same whatever our differences eg. have different coloured skin, speak another language, follow a different religion or have a disability
- **To let other people have their rights**

These rights and responsibilities were discussed and have been agreed by all the children and staff at our school. We will all try and follow them.

CURRICULUM STATEMENT

The school aims for the development of the whole child. By this we mean the development of the child academically, socially, emotionally, physically, spiritually and morally, to achieve the highest standards for each individual.

This will be attained by setting the highest expectations and by providing a broad and vibrant curriculum. The basis of speaking and listening, literacy, numeracy and computer skills are given high priority. We also believe in the importance of a curriculum that is enjoyable, interesting, fun and genuinely engages the attention of young children.

We want all our children to develop positive attitudes to learning, as well as to improve their skills and increase their knowledge.

Since children learn in different ways the school will adopt a wide variety of teaching and learning skills and organisational strategies to suit the purpose of different activities.

Our mission is to start children on the road to becoming:

- Keen and willing learners
- Fluent readers with a love of books
- Expressive and accurate writers, able to communicate for a variety of different purposes
- Clear and correct speakers of English
- Mathematicians with the basic skills, knowledge and strategies to solve problems
- Curious scientists full of wonder about the world
- Confident users of computers
- Lovers of music
- Participants in physical activity, stretched to their individual limits with opportunities to compete against others
- Innovative and creative designers and artists, able to handle a wide range of materials
- Responsible citizens with an awareness of other people, places and beliefs, now and in the past

Our responsibility is to meet the special needs of all children, including the very able.

EXTRA CURRICULAR ACTIVITIES

There are several lunchtime and after school clubs, mainly for the older children. Clubs include: football, tag rugby, hockey, netball, environment, art, drama, computers and orchestra.

We develop links with local sports organisations and coaches such as football, golf and cricket.

There are opportunities for the older children to compete against other schools in sports including football, netball, tag rugby, swimming and cricket. We actively encourage children to engage in sporting activities out of school and welcome opportunities to celebrate their achievements.

We are also able to offer weekly music lessons from peripatetic music teachers. A variety of instruments are available including violin and keyboard.

ARRANGEMENTS FOR OFF-SITE EDUCATIONAL VISITS

As part of the curriculum children are involved from time to time in leaving the school premises to visit the local environment. We consider the "first hand experience" gained in this way to be a very important and valuable contribution to your child's education, supporting work carried out in the classroom. From time to time your child will also have the opportunity to make visits further afield. We are legally obliged to have your permission for your child to be involved in any educational outings. If you wish your child to take part in such activities it will be necessary for you to complete a consent form; *without your written consent your child will not be able to take part in such visits.*

Some school activities will only be possible if parents make a voluntary contribution towards the cost. Where this is the case parents will always be informed at the outset.

PROCEDURES FOR DROPPING OFF AND COLLECTING

In the interests of childrens' safety you are urged to walk to school if at all possible.

Pedestrians

Pedestrians can access the school through the main entrance in Radipole Lane or from Quibo Lane .

Parents of children in the Early Years and years 1 and 2 are welcomed into the classrooms in the mornings to settle their children, join in with morning activities and say goodbye to them. There will also be the opportunity to talk to staff, if needed. The time from 8.45 - 9.00am is especially for this.

Older children are expected to walk themselves into school, if you should wish to talk to the teacher please check in the office that the staff are available. Most staff are happy to have brief discussions before school, and will always make an appointment to see you at a more convenient time, if they are busy.

At the end of the day, please wait for your child in the playground. The playground gates are opened at 3.10pm.

Cycling

Children are welcome to cycle or 'scoot' to school. Cycles may be left in the bicycle sheds at the front of the school. Supervision whilst cycling and security of bicycles left at the school are obviously parental responsibility. We advise that they are securely locked. Please ensure your child wears a cycling helmet.

Cars

The car park inside the school gates is for staff and official visitors only. Parents are NOT permitted to drive into school. Disabled parking is available by the main gates and we ask that blue badge holders only use these spaces.

If you have to travel to school, please park in the road and walk into school.

We ask that you do NOT park in front of the main gates or on the double yellow lines by the zebra crossing!

Please consider the safety of children at the beginning and end of the school day.

PARENTAL INVOLVEMENT

Parents are always welcome in school. We believe in a strong home - school partnership, which will enhance your child's education. There are a number of ways that parents can help in school, for example with reading or library work, making games for use in the classroom, working on the computer, cooking or assisting with school trips.

We are most grateful for any help that parents might be able to give the school as we do rely very much on parental support. We would be very interested to hear of any particular talents or interests you have, that you would like to share with the children, or if you would like to assist with extra-curricular clubs after school.

Remember we are all working together for the benefit of your children.

SUPPORT FOR PARENTS

At Conifers Primary School, we are unique in the fact that we have our own Pupil and Family Support Worker and a School Counsellor, who can both offer support to children and their parents / families. This support may be needed for a variety of reasons including recent changes in family dynamics, such as separation / divorce, new baby, new stepparent or bereavement.

Our Pupil and Family Support Worker is Mrs Phillips. She works with individual children for regular 'timeout'. Some children may need support with behavioural problems (at home or at school). Parents are supported too, giving advice and ideas to assist in their parenting role with childrens' behaviour at home, sleeping patterns, eating concerns and providing strategies such as positive reward charts and setting clear boundaries.

The School Counsellor offers individual counselling for pupils enabling them to address anything that may be affecting their emotional and psychological well-being. This, in turn, can block their ability to learn and hence stop them from reaching their full potential. Some sessions can include parents, and parents themselves are offered sessions if it would be useful.

Occasionally, when children have social issues and find it difficult to cooperate with others, group work may be involved so that children can be supported by their peers.

Children are usually referred, to either of the above, by their teachers (with parental consent), but parents may ask for support themselves.

FUSION

Conifers Primary School also offers a parenting course called 'Fusion' once a term. Fusion is a 6-week course aimed at equipping families with skills and strategies to improve positive communication within the family unit. It gives parents / carers the opportunity to reflect on their own family circumstances and consider ways to become a stronger family unit for the benefit of all. If you are interested in attending a course, or wish to find out more about it, please contact the school office or Mrs Phillips.

EMERGENCY CLOSURE

It is our policy to remain open if at all possible in the event of bad weather. However there are occasions when it becomes necessary to close the school. If a decision is made to close the school at the beginning of the day, a notice will be posted at the school gate and Wessex FM Radio (frequency 97.2) will be informed. We would ask that you tune into the radio if you are unsure whether the school will be open as it is essential for the telephone line to be clear. Should it be necessary to allow children home early we would always do our best to inform parents. Therefore we must have either a home or contact telephone number and also an alternative emergency number. Children will never be sent home on their own, parents or contacts will always be telephoned if the children need collecting. As at all other times our main concern is for the safety and well being of your child.

THE FRIENDS OF CONIFERS PRIMARY

All parents are automatically members of "The Friends" Association. The object of the group is to advance the education of the pupils in the school by developing more extended relationships between staff, parents and others associated with the school, and by engaging in activities which support the school. The association has raised funds to provide many extra facilities and resources for our school and we are most grateful for the enthusiasm and support of so many of our parents.

COMPLAINTS PROCEDURE

We hope that the school can resolve any complaints that parents may have. Complaints should therefore in the first instance be made to the Class teacher. It is hoped that in most cases complaints will be dealt with at this informal level. If the problem cannot be resolved satisfactorily, the parent may need to go to the Headteacher. However, if attempts to solve matters at this level fail, there is an agreed Complaints Procedure that should be followed, details of which are available on request from the school office.

Kids' Club

The Kids' Club is run by Little Firs Day Nursery and is open to all children aged from 4 years - 11 years of age, who attend Conifers Primary School .

The sessions are :

Breakfast Club	8.00 - 8.50am
Afternoon Club	12.00 - 3.30pm
After School Club	3.15 - 6.00pm
Holiday Play Scheme	8.00-6.00pm

If you wish to register your child or would like any further information, please contact Little Firs Day Nursery and Kids' Club on 01305 782727.

LITTLE FIRS DAY NURSERY

Little Firs Day Nursery shares our school site and caters for children from birth to school age. The children learn through play and first hand experience which are provided in the group sessions. A close relationship is maintained with the school, with visits from the Reception Teachers and attending assemblies.

The group provides an excellent opportunity for children to become familiar with our school and the teachers with whom they will spend their first years of school life. It is an ideal introduction to school and certainly helps settle children into school quickly and without anxiety.

Sessions are : All day - 8am - 6pm

Morning - 9am - 12.30pm

Afternoon - 1.00pm - 3.30pm

To contact Little Firs please phone 01305 782727.

Fair Processing and the Data Protection Act

Conifers Primary School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to Local Authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH) and Primary Care Trusts (PCTs). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that, during the period covered by this FPN, steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website www.dorsetforyou.com/fairprocessing or for those pupils/parents where this is not practical, a hard copy can be obtained from the School Office.

Your attention is drawn to (Layer Two) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer Three) which gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by accessing the following website www.dorsetforyou.com/fairprocessing. For those pupils/parents where this is not practical, a hard copy can be obtained from the School Office.