

Pupil Information Pack

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Lunch Shop

Orian's Lunch Shop is an online ordering and payment system. Parents and children can go online and choose meals together, in advance. You can also add money to your account and simply top-up your balance when you need to.

Our school meals team can now create a great menu of fresh, home-cooked and nutritionally balanced meals every day including a range of different fresh-baked breads. Both the main course and the dessert can be chosen and dietary information is available online with each choice.

Children with Allergies

To enable the kitchen to correctly prepare your child's meal we require you to select the allergy option on the main course tab and the allergy option on the dessert tab. This is so that the kitchen staff are aware of each child's dietary needs.

The advantages of **Lunch Shop** for children and parents are clear – you can top up your school meals balance whenever is convenient for you using a secure online payment system and you can choose, alongside your child, what they would like to eat. If your child is absent and you have booked a meal you should cancel this by 9.00am on the day, otherwise you will be charged for that meal (if applicable). Likewise, if you have forgotten to order you can do so by 9.00am each day.

Each child will tap their name on a screen in the hall and receive a ticket with their choice printed to hand to the kitchen staff. This should minimise any mistakes resulting in children not getting the meal they ordered.

You will be given a log-in and password to the system (which you can change in your profile) to be used at www.lunchshop.co.uk

School Money

Stanwix School offer a facility for parents to make payments online for school activities such as Wraparound Care, School Trips and After School Activities!

Our SchoolMoney facility will allow for both parties to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

A password will be sent to you when your child is officially enrolled at Stanwix School. Please follow the link to the website www.eduspot.co.uk and log in via the SchoolMoney Parent Log In tab. In the meantime bookings can be made via the school office.

From time to time you will receive a text message from the school inviting you to access the website above as an option to make a payment for an activity. We would appreciate your support in this matter. Payment can be made online using debit or credit cards, using PayPoint, or by cash or cheque.

To ensure a smooth running service, we would ask all parents to notify us if you change your mobile number and/or email address.

School Milk

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. School milk is free for under-5s, and for over-5s it is available at a subsidised price per day.

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. For more information on how milk can benefit children visit www.coolmilk.com/why-milk-is-great.

How to register

If your child is under five:

- Register online at www.coolmilk.com or complete a registration form available from the school office
- Register by a Tuesday at 5pm for your child's free milk to start the following week
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment
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If your child is five or older:

- Register and pay online at www.coolmilk.com
- Alternatively, fill in a registration form available from the school office – once Cool Milk has processed your form, you will receive a payment request
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments
- Please pay by a Tuesday at 5pm for your child's milk to start the following week

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0800 321 3248. More information on milk is also available from the school.

School Uniform

Our uniform and appearance policy can be found on our website www.stanwix.cumbria.sch.uk

Ordering School Uniform

- Our school uniform can be purchased online at www.beschoolwear.co.uk or via our School Money system, under the 'Shop' tab
- If you have any queries regarding school uniform from Border Embroideries please contact them directly on 01361 810304 or email info@border-embroideries.co.uk

Procedures for the administration of medication.

Should it become necessary for your child to have medication in the future you will need to:

- Bring the medicine in a see through plastic bag.
- Include a spoon/syringe
- Ensure that your child's name, the prescribed dose and the prescriber's instructions are visible on the label.
- Ensure that the medicine is within its expiry date.
- Take the medicine to the reception office and fill in a form giving your permission for school staff to administer it.
- Collect the medication at the end of the day/end of the course.

Managing Medicines

This school is committed to the proper management of medicines and there are clear procedures that must be followed.

- Medicines are only to be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 is to be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort will be made to encourage the child concerned to involve their parents while respecting the child's right to confidentiality.
- A child under 16 is never to be given medicine containing aspirin unless prescribed by a doctor. Medicine, e.g. for pain relief, is never to be administered without first checking maximum dosages and when the previous dose was taken. Every effort will be made to contact parents prior to administration, where necessary, to check this and to inform them that pain relief has been given. We will ask you to give consent by completing a parental consent form. (which will last for their whole school life) for your child receiving necessary pain relief medicine (Paracetamol) in line with the school policy and as per my instructions or those of a medical practitioner.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If your child requires medicine during the hours of our wrap around care you must follow the procedures in this policy as per school hours.
- Only prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and which include instructions for administration, dosage and storage are to be accepted. The exception to this is insulin which must still be in date but will generally be made available to school inside an insulin pen or a pump, rather than in its original container. This may also be the case for certain emergency administration medicines such as a reliever inhaler for the treatment of an asthma attack or adrenalin for the treatment of anaphylaxis. This is to be made clear within a child's IHCP as appropriate. The national drive to cut costs across every public service now means that many GPs refuse to prescribe medicines for children which can be bought over the counter e.g. pain relief. We will administer for example, anti-histamines that are non-prescription medicines to relieve allergy symptoms, on residential visits. But they will only be accepted in-date, in their original container with full administration instructions and when a parental consent to administer medicine form has been completed.

- With written parental consent non-prescription medicines can be administered to children e.g. anti-histamines, paracetamol we will only do so in exceptional circumstance e.g. pain relief in an emergency where there will be a significant delay before medical attention can be sought or during a residential trip or where a child requires regular pain relief which doctors refuse to prescribe or where a child does not benefit from a medicine which others can limit to taking outside normal school hours such as the once a day anti-histamine. The head teacher will make decisions on a case by case basis and may need to liaise with the child's GP or practice nurse to ensure school will be acting appropriately.
- It is best practice for the parent to bring medicines into school and personally deliver them to our office staff or head teacher and Appendix C – Parental Consent to Administer Medicine, contains a parental declaration to that effect. In exceptional circumstances, this may not reasonable (such as in cases where pupils are transported significant distances to school) and any different course of action should be agreed and form part of the IHCP.
- All medicines are to be stored safely, in their original containers and in accordance with their storage instructions. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. Access to a refrigerator holding medicines should be restricted. Where applicable they will be locked in a fridge in the HT office. Children should always know where their medicines are kept and be able to access them immediately if they need them. Where relevant, they should also know who holds the key to any locked storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are to always be readily available to children on top of the first aid cupboard and can be accessed anytime by an adult. Off-site this will be especially considered as part of the risk assessment process for educational visits.
- When no longer required, medicines will be returned to the parent for them to arrange safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps. The sharps boxes are kept in the locked first aid cupboard. Replacements will be arranged with Eden Street chemist. As required boxes will be taken to the hospital for disposal.

Privacy Notice (How we use pupil information)

Information for pupils and parents on how information about pupils is used at Stanwix School.

Why do we collect and use pupil information?

We collect and use pupil information under the submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

And includes a basis from Article 6, and one from Article 9 where data processed is special category data from the GDPR-from 25 May 2018

We use the pupil data:

- to support pupil learning
- 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

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Assessment information (such as EYFSP, KS1, KS2, etc)
- SEND information
- Medical information
- Behavioural information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for whilst the child remains at Stanwix Primary School.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- The LA, under strict information sharing protocols and policies, may be required to share this information with other public sector partners such as other Local Authorities or local Children Centre

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) 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 pupil information we share with the department, for the purpose of data collections, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.
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 the 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 Mrs K McMullan, Headteacher.

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, you should raise your concern with us in the first instance or directly to 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:

- Mrs K McMullan, head@stanwix.cumbria.sch.uk