

Archibald Primary School



“Believe and Achieve”

**Prospectus
2023 - 2024**



Archibald Primary
School Prospectus
2023 - 2024

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Welcome to
Archibald Primary School
“Believe and Achieve”

Archibald Primary School is proud to be an inclusive place for children to learn.

We welcome pupils from a wide range of backgrounds and cultures to come together to share new experiences and learn from each another.

We want all of our children to feel welcomed, happy and fulfilled; recognising that all children are different and that these differences create opportunities for adults and children alike to learn more about ourselves and each other. Helping children in developing good attitudes and values is a key feature of our work. We firmly believe that everyone can achieve their best and are committed to our ‘I can do it!’ culture.

We believe teaching and learning at Archibald to be ‘outstanding’ and we are very proud of our school, curriculum and results. We are committed to pursuing continual improvement in our performance through working closely with a range of partner organisations so that we can offer our pupils the very best educational experience possible.

As parents, carers and other family members you are encouraged to take an active interest in your children’s education. We aim to keep you well informed about activities and events in the school, so that you can share these experiences with your children. It is important that children feel that their positive learning experience in school is reinforced at home and we aim to work in close partnership with you to achieve this.

We are very proud of our school and particularly of our children, who are its most effective ambassadors.

Contact Information

Archibald Primary School is an Academy for boys and girls between the ages of 4+ and 11. There is a nursery class and 2 year old provision (Archibald Pre-School) attached to the school.

School Address:

Archibald Primary School
Ayresome Green Lane
Middlesbrough
TS5 4DY

Telephone: ☎ (01642) 804 101

e-mail:

✉ office@archibaldschool.org.uk

Headteacher:

Mrs A Jefferies

Chair of Local Governing Board

Fr. Glyn Holland
Archibald Primary School
Ayresome Green Lane
Middlesbrough
TS5 4DY

Archibald Primary School is part of Endeavour Academies Multi Academy Trust.



Endeavour Academies:

Stockton Road
Middlesbrough.
TS5 4AG
01642 800 800

<http://www.endeavour-academies.org.uk>

School Aims

In our school we aim to understand and meet the needs of the individual child. In order to do so, the school provides a happy, safe, secure and intellectually stimulating environment where the children are not merely given the opportunity to reach their full potential but are expected to do so. The children of Archibald Primary School are encouraged to give of their best by putting the emphasis on personal achievement. We firmly believe that everyone can achieve.

In return we adopt a philosophy of continuous improvement in every aspect of the school's work and life – always placing the children's work at the centre of the learning process.

School Organisation

There are seven year groups in Archibald Primary School, Reception to Year 6. In addition there is a Nursery and a Pre-School.

The ground floor is occupied by Nursery, Reception, and Key Stage 1 (Year 1 and Year 2) classes. The general office, headteacher's room, staff room, our meeting room and DIRT room are also situated on the ground floor.

Key Stage 2 (Year 3, Year 4, Year 5 and Year 6) classes are situated on the upper floor. Upstairs there is also a computing room and well stocked library. We are fortunate to have two large halls, one on each floor in addition to our multi-use dining hall.

Throughout each academic year your child will have their own class teacher, someone they can rely on, not only for their lessons but also for help and guidance with problems concerning their welfare at school. Sometimes your child may be taught by other teachers for some lessons.

Your child's class teacher is the person you should consult about your child's progress.

Throughout the school year the teacher will be in touch with you to let you know how your child is progressing and to inform you how you can help at home. This will occur in the Autumn Term and Spring Term. In the Summer Term a Summary Progress Report will be published and you will be given opportunity to discuss this with the class teacher if required.

Your child's teacher will also be able to meet with you on other occasions if you so wish. In these instances, please contact the school office so that a mutually convenient time can be arranged.

Teaching Time

We are currently working towards revising our school times to reflect the UK Government Guidelines for pupils to be in school for 32.5 hours in school each week. This will be fully implemented from September 2024.

The School Site

The school site lies between Ayresome Green Lane and Barnaby Avenue. There are entrance gates at both ends of the site on Heywood Street, Ayresome Green Lane and Barnaby Avenue. For safety reasons, the entrance gates are closed and locked between 8.55am and 2.40pm. Between these hours access to the school site is by the gates at the end of Barnaby Avenue only.

The school was opened in 1913 and is designed with separate classrooms off a central corridor. It occupies two large buildings, each with a ground and first floor.

Following extensive refurbishment in 2003 the buildings are now joined on each floor.

In summer 2010 a new kitchen and multi-use hall opened in a brand-new extension, carefully designed to blend with the existing buildings. This hall is also used as a dining room. At the same time the school grounds were extensively modified, and new play spaces and outdoor classrooms created.

The 2-Year-old provision and School Nursery is in the main school building and has its own soft play area. The Reception classes also have their own soft play area to the north of the main building. These attractive areas are kept secure by a fence and bolted gates.

There is a staff car park with fencing around it. For health and safety reasons, the staff car park is out of bounds to all children, and to parents/carers cars.

There is a visitors' car park which parents/carers can use when dropping off and picking up their children from school and nursery.

We actively promote sustainable travel methods to our school site. We have secure cycle storage for pupils and visitors to use, together with lockers available for the storage of cycle helmets if required. Shelters are provided in the playgrounds for parents/carers to use when waiting to collect their children before walking home at the end of the school day.

Visitors to school must report to the main reception upon arrival.



Nursery Admissions

Our Nursery is staffed by a full-time teacher and Teaching Assistants and together with our Pre-School (2-year-old provision) and our Reception Classes makes up our Early Years Foundation Stage.

All the staff work as a team to care for the children and to plan their activities.

Pre-School operated half day sessions each day. Pupils will be allocated a session.

There are two nursery sessions each day, with up to 39 children (Age 3+) attending each session.

Drop off and pick up times

Class	Drop Off	Pick Up
Preschool am	8.25am	11.25am
Preschool pm	12.05pm	3.05pm
Nursery am	8.30am	11.30am
Nursery pm	12.10pm	3.10pm
Reception	8.30am	2.40pm

We have provision for some nursery age pupils to attend full time (30 hours).

A child's name can be put onto the waiting list as soon after birth as you wish; however, no child can be admitted to nursery before their third birthday. Prior to your child attending Nursery, you and your child will be invited to attend our 'Stay and Play' sessions which are held frequently in school.

Before your child starts nursery, a member of the administration team will contact you to arrange an appointment for you to visit school in order to complete the necessary admission forms. You will then be invited to bring your child for brief visits before taking up the place offered. This helps to make this very important stage in your child's life as rewarding as possible.

Please ask in school for details of enrolling your child at our 2-Year-old provision (Archibald Pre-School)

The Pre-school, Nursery and Reception teams work very closely as part of our Early Years Foundation Stage. This makes transitions between these bases as easy as possible for the children.

School Admissions

Children who are aged 4+ are admitted to full time school at the start of the Autumn Term, in September each year. They join one of the two Reception Classes.

Prior to joining the Reception Class, a series of visits are arranged for the children attending our Nursery.

Visits can also be arranged for those children who do not attend our Nursery.

A meeting is held for all new parents/carers to explain the running of the Reception Classes and the school. Parents/carers are given opportunities to meet their child's teachers and see their classroom.

Parents and carers are informed about the curriculum, and any other important information that they may need is shared.

Parents & Carers in School

Parents and carers are very welcome in school and are valued as part of the school community. During the year there will be many occasions on which parents and carers are invited to come to see the work of the school. We particularly welcome parents who would like to come into school as helpers for perhaps an hour or so a week. This might involve reading to children, listening to them read, or alternatively working with a group of children on different group activities.

We also value the support of parents who can accompany us on our school visits. These visits enhance our curriculum greatly, but we must adhere to very strict adult: pupil ratios.

Inclusion

Special Educational Needs and Disability (SEND)

Children with difficulties are identified as soon as possible and placed on our SEND Register, with the involvement of parents, our SEND Co-ordinator and the SEND Governor. This is in accordance with the Special Educational Needs and Disability Code of Practice: 0 to 25 years (July 2014) which gives guidance on Part 3 of the Children and Families Act 2014 and associated regulations.

The school receives support from Middlesbrough Council's Psychological Service as necessary and the Educational Psychologist will arrange meetings with parents /carers when required. These meetings are coordinated by our SEND Co-ordinator, Miss Marley.

Pupils' difficulties are discussed by staff at their group meetings and in particular with the school SEND Co-ordinator. Where appropriate pupils follow their own Individual Education Programme which is detailed on a provision map or SEND Support Plan,

Gifted and More Able Pupils (G&MA)

Where pupils demonstrate a particular talent or aptitude in a subject, they may be placed on our Gifted and More Able Register.



Arrangements for Disabled Pupils

Archibald Primary School recognises and implements the entitlement of all pupils to learn and benefit from the curriculum, facilities and resources. The school has an open admission policy, however the architecture of the school building which has 3 staircases to give access to the upper floor, may pose difficulties for some disabled pupils. Ramped access is available to the ground floor, and disabled toilets are situated near the main entrance, in the Nursery and near the meeting room.

Pupil and Parent/Carer Support Team

Learning Mentors and Parents Support Adviser (PSA)

All new pupils and their parents starting school are welcomed by our Attendance Officer and/or PSA, who will help them settle into our school community. Learning mentors are also available to help and support any pupils that may be experiencing problems which impact on their life in school.

The School Day

Breakfast Club

Open from 8am daily
Breakfast club numbers are limited with a waiting list in operation. Please ask at the school office to find out if a place is available, or to be added to the waiting list.

School Times 2023-2024

Year	Drop off	Pick Up
Pre School	8.25am	11.25am
	12.05pm	3.05pm
Nursery	8.30am	11.30am
	12.10pm	3.10pm
YR	8.30am	2.40pm
Y1	8.35am	2.45pm
Y2	8.40am	2.50pm
Y3	8.45am	2.55pm
Y4	8.40am	2.50pm
Y5	8.45am	3:00pm
Y6	8.45am	3.00pm
Class 9 NG	8.45am	2.50pm



The Curriculum

When your child attends school, each day they participate in a wide range of activities which have been carefully planned in appropriate stages by their teachers. These stages of teaching take account of the age, ability and aptitude of each child.

At Archibald Primary School, pupils in the Nursery and Reception Classes follow the Early Years Foundation Stage (EYFS) Curriculum – **Development Matters**.

Pupils in Year One and Year Two follow **Key Stage One** of the **National Curriculum**.

Pupils in Years three to six follow **Key Stage Two** of the **National Curriculum**.

The National Curriculum covers a wide range of subjects: -

Mathematics, English, Science, History, Geography, Art, PE, Music, Computing and Design Technology, Personal, Social and Health Education (PSHE), together with Citizenship. A Modern Foreign Language (French) is taught as part of the KS2 curriculum.

We aim to enhance our curriculum in many ways, including providing opportunities for pupils to experience a number of appropriate planned visits and in our partnership with the RSC (Royal Shakespeare Company).



A National Curriculum document is available to view by searching 'National Curriculum' or following the link [HERE](#)



Religious Education

At Archibald Primary School Religious Education is provided in within the framework of the *Middlesbrough Agreed Syllabus for Religious Education*.

We use guidance from our local SACRE (Standing Advisory Councils on Religious Education) and the National Curriculum Framework for Religious Education to inform our programme of study to develop informed attitudes to understanding major world religions and aim to create a positive ethos and tolerance of all beliefs and practices. The National Curriculum Framework for Religious Education was drawn up with the support of a steering group comprising the major faith groups and belief communities in Great Britain. Parents/carers do have a statutory right to withdraw children from Religious Education lessons and collective worship. Should any parent choose to exercise this right we believe this should be from all Religious Education as to do otherwise would be discriminatory. Any parent/carer wishing to exercise this right should make an appointment to discuss this with us after consulting our Religious Education Values and Inclusion Statement.

Assessment

Towards the end of Y6 pupils undertake **Statutory Assessment Tests (SATs)**. Parents are informed of the results of these tests as part of their child's **Annual School Report**. The Y6 results are published nationally. These assessments are always carried out in May.

We make every effort to ensure that all pupils attain to the best of their abilities their Statutory Assessment Tests. To this end Y6 pupils and their parents/carers are encouraged to participate fully in Y6 SATs preparations.

Some pupils are invited to attend Easter School which runs each year for part of the Easter Holiday.

Pupils are rewarded for their participation and engagement with these activities.

In the first few weeks of starting our Reception year all pupils are assessed using a 'Reception Baseline'. This involves teachers building up their knowledge of each child through their observations, interactions and every day activities. They then use this professional knowledge to make a series of judgements about each child based on a clear set of assessment criteria.

The results of this assessment is used by teaching staff to plan appropriate teaching in order to help ensure that all pupils make the best possible progress throughout their time in Reception.

Throughout their Reception year pupils are assessed regularly as part of the Development Matters Curriculum.

Outcomes are reported to parents and carers at the end of the year.



Homework

We have a homework policy (click [HERE](#)). Teachers welcome the co-operation of parents and carers who supervise and support extra study at home. This could be reading, learning spelling patterns or words, tables practice, number bond practice or researching certain topics.

Homework can develop out of any subject and if there is a carry over of enthusiasm by your son or daughter, we hope that you will encourage it by assisting in any way you can.



For further information on roles and responsibilities with respect to homework please refer to Appendix 1.

School Uniform

All pupils are expected to wear school uniform which instils a sense of belonging and pride. School colours are navy blue and grey.



The uniform consists of: -

- Navy blue sweatshirt
- Light blue or white polo shirt or shirt
- Navy blue cardigan
- Grey trousers or skirt
- Black shoes or footwear

In warm weather, alternative clothing may be worn: -

- Pale blue T shirt/blouse/shirt
- Blue summer dresses for girls

Uniform with our school logo is available from our uniform partner: -

Ross's Ltd
45 Borough Road
Middlesbrough TS14AF
☎01642 246150
www.rossltd.co.uk

Pupils are also able to wear items of school clothing without the school badge which are available from a wide range of supermarkets and shops in the town centre.

If you are struggling to provide school uniform for your child, please ask at the office in confidence for support

Denim jeans and tracksuits are not part of our school uniform and should not be worn for school.

Attendance

“Every School Day Matters.” - Attendance at school every day is very important.

Following government regulations, the Head Teacher is unable to authorise pupils taking holidays in term time, except in exceptional circumstances. Consequently, any holidays taken in term time will be recorded as unauthorised and may be subject to fixed penalty notices issued by Middlesbrough Council.

A copy of our attendance Policy is available on request.

Behaviour Policy

In Archibald Primary School we seek:-

- To develop in pupils a sense of self discipline and an acceptance of responsibility for their own actions.
- To develop self respect, mutual respect and tolerance between pupils and respect for adults with whom they come into contact.
- To develop care and concern for the environment in which we work and live.
- To create the conditions for an orderly community in which effective learning can take place.

The children must take **responsibility** for their own actions by **choosing** to behave in an acceptable manner or accepting the consequences.

We **praise** and **reward** acceptable behaviours in preference to focusing attention on undesirable behaviours.

We emphasise **fairness** and distinguish between bad behaviour and bad children. We will not accept bad behaviour. We allow all children a **new start** after they have done something unacceptable.

A complete copy of our behaviour policy is available from the school website (click [HERE](#)). All pupils and parents/carers are expected to sign Home/School Agreement when they enrol in the school.

A copy of this Home/school agreement is included in Appendix 2 of this prospectus.

Late Arrivals

If any child is late, they should enter the school by the main entrance and report to the office for their late mark.

Whenever possible, appointments should be made outside of school time, however if this is unavoidable parents wishing to collect their children early or to make an appointment to see any member of staff should do so at the school office.

Illness, Injury, Accidents

We have a number of staff trained in first aid and paediatric first aid. Every effort is made to contact you as soon as possible if we feel it is necessary, as a result of illness, injury or an accident.

Please keep the school office informed of any changes to your home or mobile telephone number as it is important that we are able to get in touch with you if we need to.

Alternative contact details (grandparents, aunts, uncles etc) should also be given to the school in case we are unable to contact you.

Wherever possible, administration staff will leave messages on mobile telephones or answering machines if they are unable to contact you.

If we are unable to speak to the parents or carers of a child who is ill or injured, they may be taken to hospital by members of staff if it is felt necessary.

If your child has a medical condition (eg asthma, allergies etc) please let us know by filling in the relevant form obtained from the school office.



Lunchtime

Pupils may stay for school lunch or bring a packed lunch from home.

School lunch is cooked on the premises and is served in our dining room. Pupils are offered a choice of main course and desert. There is a choice of healthy, hot meals or sandwiches and salad bar everyday.



Where possible, payments for school lunches should be made electronically using the Schoolmoney app. Payments can also be received at the school office.

Children of parents in receipt of income support are entitled to a free school lunch. If you think that your child may be entitled, please contact the school office.

Every effort is made to ensure that pupils receiving free school meals are not distinguished from others. All Reception and KS1 pupils are able to receive a free school lunch as part of the Government Universal Free School Meal Offer, but please still apply if you think you may be eligible as the school can benefit in other ways.

If your child wishes to change from packed lunch to school lunch or from school lunch to packed lunch, please contact the school office.

We have a team of lunchtime supervisors and teaching assistants who look after the pupils during the lunch break.

There is also a senior member of staff and learning mentors and play leaders on duty each lunchtime. All pupils who stay for lunch must remain on the school premises during the lunch break. If a parent does not wish to support this rule, then their child should go home for lunch.

Extended School Provision

Extended School Provision is the term used to describe additional services and provision which we offer as a school or in partnership with other providers outside of the normal school day.

Breakfast Provision

We run a very successful and popular breakfast provision every morning. Breakfast Provision starts at 8am. Pupils remain in Breakfast Club until they are able to enter their classrooms.

For a minimal charge, participate in a range of supervised outdoor or indoor activities (construction, drawing and colouring, board games etc). Regular competitions are held and prizes awarded.

Breakfast club numbers are limited with a waiting list in operation. Please ask at the school office to find out if a place is available, or to be added to the waiting list.

Classroom Breakfast



magic
breakfast
fuel for learning

We are fortunate to be working in partnership with Magic Breakfast which means that we are able to offer free Breakfast bagels/toast to all children each morning.

These are available in classrooms each morning subject to availability.

To find out more about Magic Breakfast click [HERE](#)

After School Clubs

We have a wide range of after school activities available for pupils to join. Some of these are targeted at specific classes or year groups, but we try to ensure that there is something on offer for all pupils throughout the year. Many of the activities are organised by our own staff, however external providers are also utilised in order to enhance the range of activities on offer.



KS2 Climate Action Club

Details of these activities are publicised on our weekly school newsletter and through letters being sent home to targeted pupils.

Security

A priority in any school is the safety of the pupils and staff within it.

All external doors have a security system and there is an intercom facility at the main entrance.

For safety reasons, the entrance gates are closed and locked between 8.55am and 2.40pm. Between these hours access to the school site is by the gates at the end of Barnaby Avenue only.

All visitors to our school site must report to the school office

The school site is covered by CCTV with a recording facility.

Health & Safety

During PE lessons, pupils are required to take off their top garments and to wear shorts and a top. This is for both safety and hygiene reasons.

We have a school PE kit consisting of dark blue shorts and a dark blue t shirt which we expect all pupils to wear for PE lessons.

Pupils are encouraged to keep their kit in school, so it is readily available. Plimsolls or trainers are needed for outside PE.

School clothing and clothing that is hung in cloakrooms must be clearly marked with the child's name.

Whilst every reasonable precaution is taken to protect pupil's personal property, neither the school, or its employees can accept any liability for loss or damage to that property, however that loss or damage has come about.

Please do not allow children to bring money into school, except for proper purposes.

Sweets and chewing gum are also not allowed in school.

Make up, fake tan, false nails, nail varnish and jewellery must **not** be worn in school. This includes rings, earrings, bracelets and necklaces. Pupils are not allowed to wear body piercings.

Pupils who have had their ears pierced may wear small ear studs which prevent the holes closing up again. In these instances, the school can not accept any responsibility for loss or damage to the ear studs, or injury caused to either the wearer or another child or adult resulting from the wearing of the ear studs.

To this end, parents of pupils who wear ear studs will be asked to sign a disclaimer which is available from the school office. The disclaimer will be kept on file in the school office. Pupils wearing nail varnish will be asked to remove it.

Due to the number of stairs and the fact that children need to be safe whilst in the playgrounds, shoes should be flat or low heeled. 'Strappy' sandals which provide little support should not be worn.

Safeguarding

Archibald Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Consequently, all staff and volunteers working in school have up to date DBS clearances in place. Staff and visitors wear appropriate identification.

Our Safeguarding Leads are Mrs Verheyen, Mrs Walker and Mrs Jefferies.



Privacy Notice

Privacy Notice - Data Protection Act 1998

At Archibald Primary School we are a data controller for the purposes of the Data Protection Act. We collect information from you and your children and may receive information about you and your children from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support the teaching and learning of your child/ren;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes your contact details, your child's National Curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about you or your children to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about your children to the Local Authority (LA) and the Department for Education (DfE). For more information please refer to Appendix 3.

School Visits

In addition to regular visitors to school, visits to environments outside of the classroom and school are made on a regular basis as part of each child's education. Details of each visit are issued before the children go, and we hope that parents and carers will give us support and encouragement.

The great majority of school visits can not be fully paid for from school finances, therefore a voluntary contribution towards transport, insurance and admission charges is often asked for. This contribution is essential if such visits are to take place and failure to raise sufficient funds for a visit may entail cancelling it.

One kind of support which is very practical and greatly appreciated is for parents to provide extra adult support by accompanying a class on visits.

Parents and carers are asked to sign a consent form giving permission for their child to participate in educational visits.

We aim to provide our older pupils with the opportunity to participate in residential visits. In past years these have included visits to outdoor education centres where pupils have undertaken a range of outdoor activities including hill walking, shelter building, mountain biking and orienteering. A parents meeting is held prior to pupils participating in residential visits where all relevant information is presented, and questions answered.



Moving on ...

At the end of Y6 most of our pupils transfer to Macmillan Academy or Acklam Grange. However parents are reminded that they must complete the necessary preference forms which are sent to them in September as their children start Y6. Please refer to the Middlesbrough Council website for further information. Click [HERE](#)

Please be aware that all secondary school allocations are handled by Middlesbrough Council and that neither Archibald Primary School or its staff have any influence over decisions.

There is close co-operation and support between Archibald Primary and the secondary schools which our pupils transfer to. There are teachers especially appointed in the secondary schools who our teachers meet for discussions and the exchange of information.

Arrangements are made for pupils from our school to visit and spend induction days in their secondary schools. They are able to see the layout of the schools, meet some of the teachers, and find out what they have to offer, join in with some lessons and generally learn about the routines that they will have to follow. These opportunities are organised and coordinated by the secondary schools.

Inspection of Documents

Any member of the public is allowed to look at curriculum documents (including schemes of work), Governing Board papers and policy statements, DFE (Department for Education) circulars and occasional papers that have been sent to the school, OFSTED reports for our school, complaints procedure, and Agreed Syllabus for RE. No charge is made for viewing the documents. A charge is made for any copies that are requested.

Our most recent OFSTED inspection was in September 2022. The report can be viewed online at:

www.ofsted.gov.uk

Our school website can be found at:

www.archibaldpri.org.uk

Keeping in Touch

If you are concerned about any issues relating to your child and their time in school, please contact us as soon as possible.

You may contact The Head Teacher, Deputy Headteacher, Mentor, or your child's class teacher, whoever you feel is most appropriate. In the first instance please make an appointment through the school office.

We do email home weekly newsletters to keep you informed of forthcoming events in addition to general information and advice. We also communicate regularly with parents and carers through the SeeSaw app (please ask at the school office if you need support to sign up) and through text messages which are sent as appropriate.

Please take time to ask your child if there are any letters that have been sent home as some children are forgetful and letters have been found stuffed inside pockets and book bags, long after they have been sent out from school.

Final Statement

The information in this prospectus, which was updated in September 2023 is correct at the time of publication. The information, including that in the Appendix, relates to the school year 2023/2024. It must not be assumed that there will be no changes to the information during the 2023/2024 school year, or in respect of subsequent school years.



Life @ Archibald



Appendices

Appendix 1 – Homework Guidelines

Teacher role	Parent/carer role	Pupil role
<ul style="list-style-type: none"> • Homework tasks must have a clear connection to classroom learning • As far as possible tasks / work should match the ability of the child • Homework should be explained fully • Homework can take varying forms e.g. research, discussions with older generations, different cultures and experiences, Internet research and activities, practical games and learning 	<ul style="list-style-type: none"> • Provide a reasonably peaceful and suitable place for their child to do their homework with appropriate support • Make it clear to their children that they, as parents value homework, and will support the school in explaining how it can help their children’s learning • Encourage and praise their children when they complete work • Respond where they can to any training opportunities offered by school and seek support from the school PSA if required • Ensure that their children do their own homework and that it is not done by other adults or older children • Recognise that practical tasks are as important as written activities 	<ul style="list-style-type: none"> • Take on the responsibility for doing their own homework. • Realise that practical tasks are as important as written activities. • Take home the correct instructions and equipment in order to complete the homework. Make sure they understand what they are to do. • Hand homework in on time

Appendix 2 – Home and School Partnership Agreement

<p>School: To play our part in the Archibald Home School Partnership Agreement, we will: Provide quality education by:</p> <ul style="list-style-type: none"> •Teaching the National Curriculum as required by government legislation. •Planning effectively for programmes of work and individual lessons. •Having high expectations and encouraging all pupils to reach their full potential. •Ensuring work is suitably matched to ability. •Effectively assessing pupils and regularly reporting their progress to parents. •Praising and rewarding children for their achievements. •Continuing our own professional development. <p>Provide a positive working environment and make every effort to ensure children:</p> <ul style="list-style-type: none"> •Are safe, secure and happy in school. •Are treated with respect and listened to. •Are encouraged to work hard and behave well in an intellectually stimulating environment. <p>In addition we will ensure that:</p> <ul style="list-style-type: none"> •We provide opportunities for out of hours learning. •We inform parents/carers of any problems or difficulties. •We provide the best possible resources within the limits of our budget. <p>Signed..... Headteacher</p>	<p>Children: To play my part in the Archibald Home School Partnership Agreement, I will:</p> <p>Work hard, stay on task and allow others to do so.</p> <p>Give 100% attention in lessons.</p> <p>Never be cheeky or disrupt lessons.</p> <p>Put good effort into all that I am asked to do.</p> <p>Move sensibly and quietly around school.</p> <p>Always try to be helpful and share things.</p> <p>Look after my school and the equipment.</p> <p>Follow all school rules.</p> <p>Always wear my school uniform, sensible footwear and no jewellery. I will remember my PE equipment on the appropriate days.</p> <p>Never use physical or verbal abuse and seek adult help if I have a problem.</p> <p>Show respect to everyone and always be polite.</p> <p>Do any homework given and read at home. I will return my reading packet as instructed.</p> <p>Try to behave well outside school – I represent Archibald Primary School.</p> <p>Signed..... Pupil</p>	<p>Families: To play my/our part in the Archibald Home-School Partnership Agreement, I/we will:</p> <p>Ensure our/my child attends school regularly and punctually and inform the school at the earliest opportunity when absence occurs.</p> <p>Encourage our/my child to listen well, work hard and always try their best.</p> <p>Encourage our/my child in all schoolwork by taking an interest in their education and ensure they understand the importance of education.</p> <p>Praise our/my child for their achievements.</p> <p>Support school in ensuring that our/my child is well behaved both in and out of the classroom.</p> <p>Ensure that our/my child wear their school uniform, sensible footwear and no jewellery.</p> <p>Attend parent’s meetings and other discussions about our/my child’s progress.</p> <p>Ensure our/my child does any homework given and reads at home regularly, returning their reading packet as instructed.</p> <p>Make the school aware of any changes in address, telephone numbers etc and of any problems which may affect our/my child’s progress in school.</p> <p>Signed..... parent/carer</p>
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Appendix 3 - Privacy notice for parents/carers

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

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

We, Archibald Primary School, Ayresome Green Lane, Middlesbrough TS5 4DY, part of Endeavour Academies, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Andy Jordan (see 'Contact us' below).

The personal data we hold

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

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

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

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

Our legal basis for using this data

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

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

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

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

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

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

Collecting this information

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

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

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention policy (included as an appendix in our data protection policy) sets out how long we keep information about pupils.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it, such as attendance data
- The pupil's family and representatives – to meet our legal obligations to share a pupil's educational record with their parents / carers.
- Educators and examining bodies – to ensure that pupils are entered for the correct qualification.
- Ofsted - to meet our legal obligations to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. SIMS as our main secure database (for a full list of third parties that we share data with to provide education for our students please see the appendix).
- Financial organisations – to ensure that we receive the correct funds to provide education at the school.
- Central and local government - to meet our legal obligations to share certain information with it
- Our auditors – to ensure that we are spending government money legally and appropriately to carry out the educational function of the school.
- Health authorities – to provide any relevant health service e.g. inoculations.
- Professional advisers and consultants – to ensure that they have the necessary information to carry out the service that we have contracted them for e.g. analysing exam result data.
- Charities and voluntary organisations – to support them with their work at the school.
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with it e.g. attendance data.

National Pupil Database

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

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

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

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

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law (this can occur when families emigrate and school records are transferred).

Parents and pupils' rights regarding personal data

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

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

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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

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

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

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

Other rights

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

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

- Claim compensation for damages caused by a breach of the data protection regulations

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

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

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

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

Contact us

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

Mr A Jordan (a.jordan@macademy.org.uk)

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

