



Droxford Junior School  
Union Lane, Droxford, Hants.  
SO32 3QR

☎ 01489 877537  
✉ [adminoffice@droxford.hants.sch.uk](mailto:adminoffice@droxford.hants.sch.uk)  
🌐 [www.droxfordjunior.co.uk](http://www.droxfordjunior.co.uk)

Headteacher: Matthew Dampier

Dear Parents/Carer,

On behalf of the school we would like to welcome you as a new parent/carer to Droxford Junior School. We also welcome our current and returning parents/carers.

One of the most important duties for us, at the start of your child's time here, is to ensure that we receive all their relevant up-to-date details; your current infant school provides us with basic details and information provided by you on your Droxford Junior School induction form will be added to that data. In order to comply with the Data Protection Act 1998, it is vital that you inform the school of any changes to this information during your child's time here. Not only will it ensure accurate records but will also negate the need for numerous phone calls in the unlikely event of the school having to contact you in an emergency. **It is extremely important to your child's education and safety that these forms are completed and returned to the school office.**

Please find below a list of enclosed forms and documents. Some need to be completed and returned to the school office and some are for your information.

If you require any assistance with the completion of any of the forms, please do not hesitate to contact the school office on the above number and we will be happy to help.

Please ensure that **all relevant forms** are returned to the school office or emailed in.

Many thanks for your support with this matter.

Yours sincerely

Office Team

#### **List of enclosures**

#### ***The following need to be signed and returned***

1. Using images of children consent form
2. Code of Conduct for internet use & Internet Access Policy
3. Skills for Learning & Home School Agreement
4. Annual Consent Form for specific off-site learning
5. [After-school clubs](#) summary
6. Helpful information and website links
7. Privacy notice



## Using images of children

### Consent form for use by Hampshire County Council schools

Name of the child's parent or guardian: \_\_\_\_\_

Name of child: \_\_\_\_\_

School: \_\_\_\_\_

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

**Please return this completed double sided form to the school as soon as possible.**

Please circle

1. May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?	Yes / No
2. May we use your child's image or video on our website?	Yes / No
3. May we record your child's image on video or webcam?	Yes / No
4. Are you happy for your child to appear in the media	Yes / No
5. Are you happy for your child to appear on Twitter - Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK European law applies.	Yes / No

Conditions of use

- 1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
- 2. We will not re-use any photographs or recordings after your child leaves this school.
- 3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
- 4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
- 5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- 6. We may include pictures of pupils and teachers that have been drawn by the pupils.
- 7. We may use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘making Christmas decorations’.
- 8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- 9. Your consent can be withdrawn at any time in writing.
- 10. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
- 11. If we wish to retain any images or video for the schools historical archives, we will seek written permission from a child’s parents with full and transparent reasons to support the request.
- 12. After a cohort leaves the school we will archive students work for a period of two years. This will securely be stored and hidden from open view on the school network. Parents of students can request evidence of a child’s work for up to one year after that child’s cohort has left the school by submitting a Subject Access Request (SAR) via the school office. After the archive year has passed students data will be completely removed from the school network and become unrecoverable.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

I have read and understood the conditions of use and give my consent for my child’s image/s & videos to be used as described above.

Your signature ..... Date .....

Your name (in block capitals) .....



## Code of Conduct for Internet and e-mail use

Children at Droxford Junior School are responsible for their own good behaviour when using the Internet.

The Internet facilities provided by the school are for children and staff to use for research appropriate to their work. These facilities are a privilege, not a right. During school time, members of staff will offer guidance to students in search techniques and finding appropriate material.

Current policy is that children do not have access to e-mail facilities because of the security and safe monitoring issues.

The following activities are **not** permitted under any circumstances:

- 1. Searching for, or displaying, offensive messages or images.**
- 2. Any action likely to damage computers or other equipment.**
- 3. Any attempt to transmit or download files without the permission of IT staff or the class teacher.**
- 4. Any action which violates copyright laws.**

- ☐ I will not access other people's files.
- ☐ I will only use the computers for school work and homework.
- ☐ I will not bring in memory sticks or other media from outside school unless I have been given permission.
- ☐ I will not change desktop settings or alter the school's computers in any way.
- ☐ When using the Internet, I will not visit inappropriate sites.
- ☐ I understand that the school will check my computer files and may monitor the Internet sites I visit.

Should any of these rules be broken or there be any other cause for concern, the school will take appropriate action against the offender(s). In extreme cases the police and/or other relevant authorities will be informed.

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**Both child and parent need to read and sign this section of the form and return to the school office.**  
**No student will be allowed to take part in an Internet lesson until the school receives the completed form.**

### Child Commitment

As a user of the Internet I agree to comply with the Internet Code of Conduct. I will use the Internet in a responsible way and I will observe the restrictions outlined in the Code of Conduct.

Name (block capitals).....

Signature.....Class.....Date.....

### Parent Statement

As the parent (or legal guardian) of the above child I give him/her permission to use the Internet and I have read and understood the above rules. I have discussed the implications of breaking them with my son/daughter.

Name (block capitals).....

Signature.....Date.....

## School Vision

***‘Equipping our children with the knowledge and skills to navigate life successfully.’***

*There has been a conscious decision made to have school **Aims**. These provide greater explanation to our core purpose and the tangible link between achieving our **Vision** and the meaningful connection between our **Values**, ‘**Skills for Learning**’, **curriculum**, positive behaviour management strategies and life in our school.*

*If we are successful with teaching the ‘Skills for Learning’; if the school **Values** are instilled; if children can self-regulate their behaviour and we achieve our school **Aims** then we will achieve this **Vision**.*

## **Aims**

**We aim ...**

- For our children to be happy, have fun and enjoy school.
- To motivate and inspire children to enjoy learning and face all challenges with confidence and maturity.
- To provide a school environment where children and adults feel safe and secure.
- To provide children with curriculum experiences that enables them to make appropriate decisions and keep themselves safe.
- To deliver a meaningful (contextual) and well planned curriculum which offers enrichment and challenge and is led by knowledgeable subject leaders.
- To provide the highest of expectations for teaching, learning and outcomes.
- To provide opportunities for all children to participate in outdoor learning including a physically active and healthy curriculum.
- For our children to establish positive mindsets within a supportive environment where failure leads to success and new learning.
- To provide strategies for children to independently overcome various challenges by teaching our ‘Skills for Learning’ in order to be successful now and in their future lives.



Children will be taught and encouraged to use their 'Skills for Learning' every day. To be **Tenacious**: is being resilient; to persevere; showing grit and determination and being positive in times of adversity. Tenacity helps with problem solving and overcoming challenges – physical and mental. Tenacious people share their tenacious spirit. Being **Creative**: helps to solve problems and ensure we know there is more than one way to do this; creativity is personal and individual; is literal (linked to the arts) and can be about invention and enterprise. Creative people are resourceful and can share this resourcefulness. Being **Curious** is important when we are inquisitive and test new theories; is about asking questions to find new learning; is about discovery; being open minded and positive and being courageous – understanding new learning comes from mistakes. Curiosity is about being proactive not passive! Finally **Collaboration** is about teamwork and communication skills; working with a variety of teams and individuals in and out of school including parents, governors and members of the wider community. Collaboration can happen in school or out. Collaboration takes place on school trips and all these 'Skills for Learning' will be used on residential! We feel that these positive characteristics and habits of mind are not only important to display now but also in secondary school and vital in later lives and careers.



# Home School Agreement

**Child's Name:**.....

## The Parents/Carers

I/We will try to:

- Ensure my child attends school regularly, on time and properly equipped.
- Inform the school about concerns or issues that may affect my child's learning.
- Support the school Values of Droxford Junior School.
- Support my child with home learning and specific homework tasks.
- Attend parent meetings and discussions about my child's progress.
- Be involved with my child's life at school.

## The Child

I will try to:

- Attend school regularly and on time.
- Be well organised and have the equipment I need each day.
- Follow the Droxford Junior school Values.
- Work hard at school and complete homework so that I make good progress.

## The School

We will try to:

- Provide a caring and safe learning environment.
- Promote the Droxford Junior school Values and achieve high standards.
- Support and challenge your child to make good progress and achieve their potential.
- Offer a relevant curriculum for learning that motivates your child to develop key learning skills – Tenacity, Collaboration, Curiosity and Creativity.
- Promote healthy lifestyles.
- Develop positive working relationships and open communication.
- Keep parents/carers informed about their child's progress and concerns.

Signed:

Headteacher

Date:

Signed:

Child

Date:

Signed:

Parent/Carer

Date:

# **After School Clubs**

**Most after school clubs run 3.30-4.30pm**

**Minimum of two clubs each afternoon**

**Combination of teacher led and outside providers**

**All providers are DBS checked and assessed so that we offer the highest possible standard of safeguarding and provision**

**Full details will be sent out at the beginning of the autumn term**

**Contact: Duncan Banham at  
[clubs@droxford.hants.sch.uk](mailto:clubs@droxford.hants.sch.uk)**





# Helpful Information

<b>School Details</b>	<b>Droxford Junior School</b> , Union Lane, Droxford, Southampton. SO32 3QR Tel/Fax No. 01489 877537 Headteacher: Mr Matthew Dampier Email: <a href="mailto:adminoffice@droxford.hants.sch.uk">adminoffice@droxford.hants.sch.uk</a> Website: <a href="http://droxfordjunior.co.uk">droxfordjunior.co.uk</a>
<b>School Hours</b>	Morning session 9.00am – 12.00      Afternoon session 1.00pm – 3.30pm School Office hours 8.30am – 4.00pm
<b>Emergency Closures</b>	Emergency closures will be notified, where possible, by text and/or email For closure information refer to <a href="http://www.droxfordjunior.co.uk">www.droxfordjunior.co.uk</a> and/or <a href="http://www.hants.gov.uk/learning">http://www.hants.gov.uk/learning</a>
<b>Finance</b>	All cheques to be made payable to 'Hampshire County Council' unless advised otherwise
<b>After School Clubs</b>	Details of after school clubs can be found on the school website <a href="http://www.droxfordjunior.co.uk">www.droxfordjunior.co.uk</a> Email: <a href="mailto:clubs@droxford.hants.sch.uk">clubs@droxford.hants.sch.uk</a>
<b>Absence</b>	Email <a href="mailto:adminoffice@droxford.hants.sch.uk">adminoffice@droxford.hants.sch.uk</a> or telephone 01489 877537 by 9.30am each day of absence
<b>Medicines</b>	Medicines can only be given at school if they are prescribed a completed medicine form has been provided. A medicine form can be obtained from the school website or the school office. Please note: we are not able to administer Ibuprofen.
<b>Communication – School to Parent</b>	The school uses <a href="#">Scopay</a> . Please ensure your details are up to date. Please notify the school office if you are temporarily unable to print documents
<b>Communication – Parent to School</b>	Doctor/Dentist appointments etc. Send a note to the teacher on the day or day before advising of the appointment time. Please encourage your child to make their way to the school office at the correct time. Urgent messages will be notified to children via their register – where possible please can parents/carers notify the school office during the morning It would be appreciated if 'play dates' could be arranged without school involvement
<b>Communication – Parent to Teacher</b>	Best time to telephone or drop in 8.30-8.50am. If you are concerned about your child's progress or well-being please telephone/email to arrange an appointment
<b>Friends of Droxford School (FODS)</b>	Details of events can be found on the school website: <a href="http://www.droxfordjunior.co.uk">www.droxfordjunior.co.uk</a> Email: <a href="mailto:friendsofdroxfordschool@gmail.com">friendsofdroxfordschool@gmail.com</a> Cheques to be made payable to 'FODS'
<b>School Uniform</b>	Skoolkit 149 West Street, Fareham, PO16 0YA      Website <a href="http://www.skoolkit.co.uk">www.skoolkit.co.uk</a>
<b>School Transport</b>	All school bus queries to Tel No. 01962 846924 – Hampshire Transport
<b>Governors</b>	Chair person: Kate Couldwell Governors email: <a href="mailto:n.beckley@droxford.hants.sch.uk">n.beckley@droxford.hants.sch.uk</a>



# Website links

available on the website: [www.droxfordjunior.co.uk](http://www.droxfordjunior.co.uk)

<b>School Details</b>	<a href="#">Contact Us</a>
<b>School Hours</b>	<a href="#">Parents -&gt; Dates</a>
<b>Emergency Closures</b>	<a href="#">Parents -&gt; Emergency Closure</a>
<b>Finance</b>	<a href="#">Parents -&gt; Online Payments</a>
<b>After School Clubs</b>	<a href="#">Children -&gt; Clubs</a>
<b>Leave of Absence</b>	<a href="#">Parents -&gt; Forms</a>
<b>Medicines</b>	<a href="#">Parents -&gt; Forms</a>
<b>Communication – School to Parent</b>	The school uses Scopay. <i>Please notify the school office if you are temporarily unable to print documents</i>
<b>Communication – Parent to School</b>	<i>Urgent messages will be notified to children via their register – where possible please can parents/carers notify the school office during the morning It would be appreciated if 'play dates' could be arranged without school involvement</i>
<b>Friends of Droxford School (FODS)</b>	<a href="#">Parents -&gt; FODS</a> <i>Cheques to be made payable to 'FODS'</i>
<b>School Uniform</b>	<a href="#">Parents -&gt; School Uniform</a>
<b>School Transport</b>	All school bus queries to <a href="#">Hampshire Transport</a> Tel No. 01962 846924
<b>Governors</b>	<a href="#">Our School -&gt; Governors</a>





## **Droxford Junior School**

### **Privacy Notice for Parents and Pupils**

(How we use personal information)

#### **Why do we collect and use personal information?**

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing

#### **The categories of personal information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, date of birth 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) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Droxford Junior School collects and uses pupil information to comply with legal obligation and protection of vital interests

(ref: Article 6, and Article 9 where data processed is special category data from the GDPR)

#### **Collecting personal information**

Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

## Storing personal data

We hold pupil data for / in accordance with our retention schedule (*copy of which can be found on the GDPR section on the school website.*) This schedule will detail the length of time for which the personal data will be stored.

## 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
- Children's Services
- the Department for Education (DfE)
- Health Professionals (school nurse, educational psychologist, speech and language, CAMHS, EMTAS)
- SEND professionals or educational settings

## Why we share pupil information

We do not share personal information 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 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 the school's Data Protection Officer – see below

You also have the right, subject to some limitations 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:

- Mr Matthew Dampier – Head Teacher
- Mrs Josie Cleeve – Admin and Data Protection Officer