



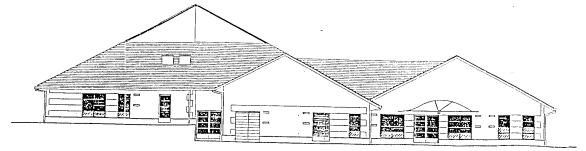
Growing As One To Be Our Best

# St James the Less RC Primary School



## School Prospectus 2019





Welcome to

## St James the Less RC Primary School

### **SCHOOL PROSPECTUS ACADEMIC YEAR 2019/20**

Dear Parent/Guardian

Welcome to St James the Less and thank you for showing an interest in our school which is a happy and successful school in a beautiful part of the Rossendale Valley.

We take pride in the community we serve and work together to ensure that through the promotion of Gospel Values, we respect and value each other. We value each child as an individual and work closely with parents to foster faith, love, caring attitudes, thoughtfulness, mutual respect, self-discipline, confidence and independence. We consider it a privilege to be entrusted with the care and education of your child.

We aim to provide parents a welcoming open door and will discuss any points of interest or concerns you may wish to share with us. We value greatly your involvement with your child's education and look forward to our partnership with you over the coming years in this incredibly important stage of a child's education.

Yours sincerely

Mr G Hall

Headteacher



### **Our Mission Statement**

**S**afe and secure in our friendly catholic school

**J**oyful and happy with Jesus in our hearts

**T**o be the best that we can be

**L**ove and respect for the uniqueness of everyone

## *The Aims of the School*

- 1 Develop love and understanding of the Roman Catholic faith through daily prayer, worship and liturgy.
- 2 With the parish community, to foster and deepen the child's awareness of God's presence in their lives.
- 3 To create a welcoming, secure and friendly environment where each child is encouraged to become confident and responsible; tolerant and respectful of others.
- 4 Plan and deliver all subjects in a way that allows each child to become aware of their personal talents and develop them so as to achieve their full potential.
- 5 To work closely with parents so that children are encouraged to develop a positive attitude towards school by working hard and behaving in a socially acceptable manner.
- 6 That children shall become literate and numerate and are able to express themselves effectively in language, speech, reading and writing.

At St James the Less we endeavour to ensure that every child has a right to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being



The School's last full **Diocesan Inspection** took place in **November 2014**. The diocesan Inspector recorded that:-

- "St. James-the-Less is an **outstanding Catholic school** where there is a commitment to developing each child academically, socially and spiritually."

The School's last full **Ofsted Inspection** took place in **March 2013**. The Registered Inspector recorded that:-

- Pupils thrive within an extremely caring environment.
- Attitudes to learning are exemplary
- Pupils are polite, considerate and very aware of the needs of others.
- Standards by Year 6 are above average and rising. Pupils read well, write competently and have a good grasp of the basics of mathematics.
- Spiritual, moral, social, and cultural development is outstanding.
- Given the current quality of leadership, which includes an excellent governing body, the school is extremely well placed to improve further in future.

**A one day inspection in September 2017** with an inspector confirmed previous judgement of 2013 as 'good with outstanding features' and in her letter noted that:

- Pupils benefit from good teaching at all levels. Staff use their good subject knowledge to ensure that teaching is matched to pupils' needs. Consequently, most pupils, including those who have special educational needs and/or disabilities, make good progress from their starting points across a range of subjects.

## **Curriculum**

At St James the Less RC Primary School we seek to create opportunities for children to experience and excel in a range of activities that enhance and extend the National Curriculum. Children have opportunities both inside and outside the classroom, for example Forest School days, residential trips, a variety of sporting events, visiting speakers and much more. We also have excellent after school clubs such as Adventure Club, football, netball, guitar, recorder and cheerleading.

Our curriculum is underpinned by the aims of the National Curriculum and there are other planned opportunities that make up the wider school curriculum. Where links can be made subjects are taught creatively in a cross curricular thematic approach. Where this is not achievable, subjects are taught discretely.

We place a strong emphasis on the development of basic skills that are necessary for lifelong learning. Every member of staff is aware of and works in line with the St James the Less Charter which governs our teaching and learning approach. In English and maths our planning is underpinned by the Lancashire guidance. In KS1, phonics is delivered through the Read, Write Inc programme. In KS1 and KS2 we follow the No Nonsense Spelling scheme. Equal importance is given to grammar lessons in KS1 and KS2. Maths and English are taught daily as discrete subjects.

We strive for rigor, excellence, equal opportunities and aim to promote British Values including universal moral values in every aspect of the curriculum as well as developing the Spiritual, Moral, Social and Cultural understanding of all our pupils. We are sensitive to the needs of all our children and carefully plan special educational provision to meet individual and group needs. Children are offered lots of opportunities to experience democracy, the rule of law, individual liberty. Through our tailored curriculum children develop a mutual respect and tolerance for other faiths and cultures.

## **21st Century Learning**



All children have access to laptops and iPads and a modern network with high speed broadband for internet access. School internet operates in a filtered environment to prevent almost all inappropriate content getting to school and your child.

Our curriculum explicitly teaches children about safe use of technologies so children can make safe choices in non-protected environments.

## **Religious Education**

The Religious Education provided by the school, in close liaison with the School Governors, enables children to grow in faith through enriching experiences to develop in knowledge, understanding and appreciation of Holy Scripture, God, Jesus, The Church, worship, prayer and through celebration of the Sacraments.

There is a specific amount of curriculum time set aside for the delivery of Religious Education, but more fundamentally all that we do is reflected through our faith and so becomes the thread and the reason for all that goes on in school.

As a school we firmly hold the view that parents are the primary educators of their children and so play a major part in reinforcing the Religious life of the school.

## **Sex and Relationships Education**

The education of children in sexual matters is primarily the right and duty of parents. The school does have a complementary role to play and uses a scheme of work entitled "In the Beginning". As with any scheme of work, parents are welcome to see this programme of study at any time.



### ***Learning at Home***

We believe that school and home should work together to provide a continuous and inter-connected learning experience. Work undertaken at home can be seen to enrich and extend what is going on in school. Likewise school work can just as easily draw on the learning being encouraged at home. We recognise the crucial role of parents in helping their children learn and wish to encourage and support this. It is our belief that encouraging children to work at home provides the vehicle for effective parental involvement.

A homework policy is on the school website which sets out the differences in each year group. At the start of each term, teachers will set out their expectations for the coming weeks.

### ***SACRAMENTAL PROGRAMME***

The Diocesan Sacramental Programme is carried out in Year 3 for Catholic children after school. The school takes the lead in the thorough preparation of the children as they receive the Sacraments of Reconciliation (First Confession) and Eucharist (First Holy Communion). These Sacraments involve the support, encouragement and commitment of parents as well as the active participation of the children, school and parish community. As the children travel on their Faith Journey it is vital that they experience weekly Sunday Mass to become familiar with the prayers and actions of the Mass so that they grow in their understanding of their faith. Parents will be kept fully informed of meetings and expectations as the children continue their faith journey with Fr Tony. The children will see their Faith Journey as special and important to them only if their parents also see it as special and important.

### ***Music Lessons***

As well as regular music lessons your child will have one year in which they focus on a musical instrument. This has varied from year to year and has involved children learning drums, keyboard and ukulele. Children can take additional lessons in lunchtimes or after school to learn other instruments including recorder, violin and guitar.

## Active, Healthy and Sporty



At St James the Less we are very passionate about keeping our children healthy and ensure that every day the children are exposed to fun and energetic exercises. We also involve ourselves in as many inter-schools competitions as possible and are the current champions of Rossendale for our sports provision and participation. We have also achieved the Gold standard for school games for the past two years and this is achieved with all children, regardless of their sporting prowess. The key ingredient to make this a success is partnership. It is thanks to the parents and their partnership with our staff who work closely with school to support these activities. We are so fortunate to have such supportive parents.

### Physical Education (PE)

The pupils at St James the Less are able to take advantage of the sporting opportunities available through the indoor sports hall, hard play area, all weather surface and grassed playing area. These facilities enable pupils to participate in team activities such as football, netball, cricket and athletics promoting the benefits of participating in a more healthy and active lifestyle. Children will have a fixed day for PE and other occasions throughout the week when they will do additional PE. It is important to ensure your child is always ready with the correct equipment for all our sessions.

### Skiing

As part of the PE curriculum at St James the Less the children in Key Stage 2 go skiing at Ski Rossendale. Children will change into their home clothes to use the ski slope and must cover their arms and legs. Gloves must also be worn and waterproof bottoms are strongly advised as the slope is perpetually sprinkled with water. Time is given in school for children to change out of their school uniform. This activity is fully funded by the school.



### Swimming

Swimming is currently done in Year 4 throughout the year. There are also opportunities for older children to have additional swimming lessons if they have not achieved the national standards as set out in the National Curriculum.

### Lunchfit

Lunchfit provides activities to all children with 10-15 minutes of vigorous fun exercise every lunchtime with a visiting sports specialist.

### Daily Mile

St James the Less runs an internal competition which encourages all classes to cover one mile per day. These are fun based activities that are usually done with the teaching staff.

The school uses a range of incentives to encourage good participation from children. We also use pedometers once a week for each child but we do not advocate using these on a daily basis for each child. In our opinion, primary school children are too young to become obsessed over their step count and calorie burning.

### ***Bikeability***

Learning to ride a bike safely is taught in Key Stage 2 whilst balancing on bikes is taught in EYFS and Key Stage 1



### ***Residential Activities and School Visits***

Pupils in Year 6 have a fantastic opportunity for a few days away on a residential visit to Hothersall Lodge. This is a great place for children to enjoy many activities including orienteering, fell walking, abseiling, problem solving, team-building and kayaking.

Children in all classes benefit from at least one organised school visit at some point in the year. These visits are designed to make aspects of the curriculum relevant and enjoyable.

### ***Extra-curricular activities***

There is a mixture of extra-curricular activities on offer for all ages of pupils throughout the year. These vary each year but have included the following activities over recent years:

- netball, football, cricket, athletics, multi-skills, streetdance, cheerleading, handball, rugby, dodgeball, guitar, recorder, violin, Ollie's Woodland Learning and probably a few more we have forgotten!

***Most after school activities are charged at minimal rates to cover staffing costs. Some activities are covered by external providers who are approved specialists in their field.***

### ***School fruit scheme***

The School fully supports the present Government initiative which provides all infant children with a daily piece of fresh fruit, which is available every morning break. In order to maintain this healthy eating initiative throughout the school we ask parents to provide fruit from home for older children.

## Starting School

Before your child starts school they will receive a letter from one of our Year 5 children. This Year 5 child will be in Year 6 when your child arrives and will become your child's buddy on their first day at our school and will help your child to settle in to school life at break-times, lunchtimes and during class activities. As the year unfolds, both the Year 6 child and your child really value this relationship.

Prior to starting in September all reception children will come for a taster day. This will help your child gather an understanding of their new surroundings and help the teachers identify any specific requirement well before your child starts school. Details of the taster day will be given during the intake evening in June.

## The School Day

St James the Less offers its services from 7.30am until 5.45pm.

<b>7.30 Breakfast Club</b> – provided by SportScool with regular coaches known to the children - £3.50			
<b>8.15 RumbleLess Club</b> – provided by school staff and SportScool with breakfast provided - £1			
<b>Infants – Early Years, Year 1 and Year 2</b>		<b>Juniors – Year 3 to Year 6</b>	
<b>DOORS OPEN 8.35 for all children</b>			
8.45 – 8.55	Registration	8.45 – 8.55	Registration
8.55 – 10.20	Lessons	8.55 – 10.20	Lessons
10.20 – 10.35	Break	10.20 – 10.35	Break
10.35 – 11.45	Lessons	10.35 – 12.00	Lessons
11.45 – 1.00	Lunch	12.00 – 1.00	Lunch
1.00 – 3.10	Lessons	1.00 – 3.15	Lessons
<b>3.15-5.45 After School Club</b> – provided by school staff. Snack/meal provided			

## Wrap Around Care

St James the Less works in partnership with a local sports company who provide an earlier breakfast club. This starts at 7.30 and has a sports theme to give children an energetic start to their school day. Other activities are also provided for those children who prefer a more sedate start to the school day. Breakfast foods for children attending this club are also provided. This club is currently charged at £3.50.

## RumbleLess Breakfast Club

A toast and snack station is available for a small fee for parents wishing to drop off at 8:15am. RumbleLess will provide a piece of toast or other breakfast item from 8:15am and ensure your child gets to class on time. There is no need to book in advance for RumbleLess. Cost £1 per child per session.

Children in receipt of Free School Meals (Income Based) qualify for free Breakfast Club. This applies to any child who received this entitlement in the last 6 years.

## School Lunches

We operate a choice system for school lunches to enable children to eat what they like. A menu is provided on ParentPay where parents choose the menu for the month. Children are then given wrist bands to wear indicating their choice of food to the canteen staff.

**If your child is to bring a packed lunch please endeavour to provide healthy food items/drinks (not fizzy!) in their lunchbox**



## School Uniform

### Infant Uniform



White polo shirt with school logo  
Check skirt or pinafore, see photos  
White polo shirt, no logo, can be worn under pinafore only  
Grey trousers or grey shorts  
Red cardigan or V neck sweatshirt with school logo  
Charcoal grey tights/ Charcoal grey knee or ankle socks/white ankle socks  
Red check summer dress (optional for hot periods) with White ankle socks

#### Shoes:-

Flat sensible black shoes- no strapless footwear, or trainers.



### Junior Uniform



White button through short sleeve shirt with collar  
Check skirt, see photos (no pinafore for juniors)  
Grey trousers or Grey shorts  
Red cardigan or V neck sweatshirt with school logo  
Charcoal grey tights/ Charcoal grey knee socks  
Grey Tie  
Red check summer dress (optional for hot periods) with White ankle socks  
Sensible black shoes- no strapless or high healed footwear

White button through short sleeve shirt with collar  
Grey trouser or grey shorts  
Red V neck sweatshirt with school logo  
Grey Tie

#### Shoes:-

Flat sensible black shoes- no strapless footwear or trainers.

### IMPORTANT

**PLEASE PUT YOUR CHILD'S NAME IN EACH ITEM OF CLOTHING AND FOOTWEAR** so that they can be identified clearly and owners of lost property can be found easily.

**Please remember this for ALL of your child's items.**

### JEWELLERY and HAIRCUTS

For safety reasons wearing jewellery is limited. Watches may be worn and simple stud earrings. Multiple earrings are not acceptable. Make up and nail varnish are not allowed. During physical activities studs and watches must be removed and the children must be able to manage this themselves.

All long hair i.e. shoulder length or longer, must be tied back in a discreet bobble-**LARGE BOWS are NOT allowed.** Hair must not be coloured or shaved but must be clipped back if it obscures the eyes. This policy applies equally to boys and girls.

### P. E. and Games Uniform

#### PE Uniform – Whole School

Red polo shirt (no logo req'd)

Black shorts for indoors and pimsolls. Black tracksuit bottoms for outdoors- trainers are permitted outdoors

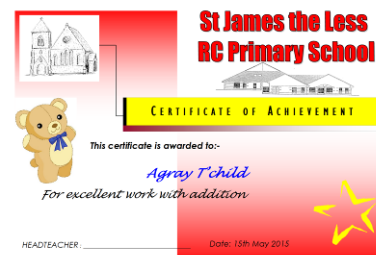
## Behaviour and Rewards

### Behaviour and Safety are Outstanding

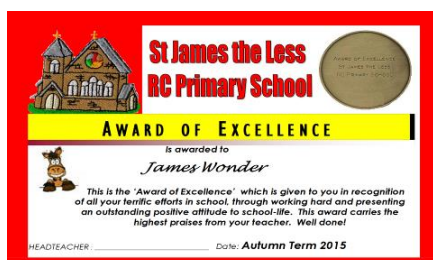
*Inspection evidence confirms the pupils' views: behaviour is excellent and pupils' attitudes to learning are exemplary. Their love of learning is reflected in consistently high attendance.*

At St James the Less we pride ourselves on excellent community links. Our parents and carers do an excellent job in recognising the importance of aligning their thoughts to support school. Our children really are fantastic ambassadors and the school has a variety of systems to identify and reward examples of good behaviour, helpfulness, acts of kindness, good manners and great effort in class work which is consistently praised either privately or collectively.

Reward may take the form of a quiet word, a comment in an exercise book, a public comment or being presented with a Certificate of Achievement in the weekly Achievement Assembly on Fridays. Parents of those children who will be receiving certificates are invited via text message to our Friday Assembly. All parents may attend any of the Friday assemblies by arriving at school after 8.45am and sitting in reserved seats at the back of the school hall. The children love to see family members or friends watch them receive awards in assemblies.



When a child's attitude, work or behaviour does not match the standards expected at St James the Less School, the Class Teacher, Deputy Head or Headteacher will deal with the situation. During all disciplinary actions we think it important that the child understands fully why his/her attitude, behaviour or work is unacceptable and we always look for a restorative approach to behaviour management. All behaviour classed as Level 2 or Level 3 behaviour is recorded on school management systems. Sanctions are agreed with the children and School Council every year. Full details of sanctions can be found in the Behaviour and Consequence Chart on the school website.



Other rewards:-

End of term achievers – **highest** praise from the teacher

Star Writers – exceptional progress made in a child's writing

**Class Dojo** is what St James the Less uses for tracking a pupil's house points (Dojo Points). If parents have installed the app to their phone they will receive notifications of their child's rewards and reasons for receiving the reward. Class Dojo is also used as an additional point of teacher parent contact.

Please note that Class Dojo must NOT be used for discussion. Face to Face contact is important for discussions and our school operates an open door policy for all our families.

## Special Educational Needs and Disabilities

Pupils who do not cope well with work set are identified by the class teacher and are monitored carefully. Pupils who require extra help in a specific area may have an Individual Education Plan written whereby targets are set. Beyond this pupils may receive extra tuition in small groups and may go on to be assessed by the Schools' Educational Psychologist who may recommend extra help in the form of support from outside agencies.

**The school publishes a specific document relating to SEND provision on the school website.**

## Attendance and Medical information

### Absences, Lateness and Holidays

It is vital that your child attends schools regularly. If, for any reason, your child is unable to attend school, it is important that we are informed of the reason for absence by telephoning the school before 9.00 am on the first morning of absence. On return to school a letter of explanation should be sent in with your child, otherwise the absence is classed as an unauthorised absence – ie truancy.

Please ensure your child arrives promptly for school. The side-doors into class are opened at 8:35am. Research shows that children, who arrive late for school, even by a few minutes, have difficulty settling to their work on that day.

### Illness and Absences

If a child is ill during the school day we will contact parents by telephone to request that they come to school to take the child home. It is therefore very important that we have several contact numbers so that a responsible adult can be contacted.

### Holidays

The school holiday list is published on the school website and holidays taken in term time can only be authorised in exceptional circumstances. These can only be authorised if planned well in advance with the headteacher. Fines may be issued to parents who do not support school procedures.

### Medical Information

Should your child need to take medication during the course of the normal school day, then the relevant forms must be signed. However, in some cases, it may not be possible for school to administer certain medicines but please check with us and we can advise. Please check with the school office if your child needs medicine during the school day.

#### Other Medical Information

Children who have asthmatic complaints and need to have their inhaler etc. in school are unaffected. It is important however that the spinhaler is labelled with the child's name and is kept in the child's classroom at all times so that it remains readily accessible.

Some members of the teaching staff and teaching assistants are qualified first aiders so school can cope with the usual cuts and bruises, however, if there happens to be a more serious injury you will be contacted immediately.

If your child has an infectious or contagious disease such as Measles, Chicken Pox, Mumps, Scabies etc it is important to refer to your doctor for advice, before his/her return to school. It is VERY IMPORTANT that you contact school if your child has any of these even if this occurs during the school holidays.

### Suncream

Parents are asked to apply sun protection products in the morning before children come into school. If parents feel that their child would need a top-up to the suncream please discuss with your child's teacher or school office. Parents should feel assured that children will not be exposed to direct sunlight for long periods of time and those with sunhats will be encouraged to wear them. Sunglasses are not allowed to be worn by children other than for medical reasons.

Please  
remember to  
inform school  
immediately  
  
if there is a  
change of  
address,  
telephone  
  
number or  
emergency  
contact  
number.

### ***GET INVOLVED –Priest, Parent, Teacher Association.***

All parents and carers who join St James the Less automatically become members of the PPTA (Parents Priest Teachers Association). This is the name given to the volunteers who do all the amazing work in the background of our school and without this vital support there would be many activities that the school could not provide. Anyone can get involved to help the school in different ways. Without your support we couldn't pay for all the extra things around school, especially in the current climate of cut-backs.

Ways you can help:

- Attend regular PPTA meetings, held in the evening or straight after school, at school to find out how you can help
- Attend fundraising events arranged by PPTA to help with organisation
- Login to Facebook and become 'Friends' with PPTA to receive notifications and find out all the ways in which you can help

The PPTA holds regular functions such as children's discos, sponsored events, coffee mornings, Film Nights, Fancy Dress events, production of school calendars.

### ***Other Ways You Can Help Us***

There are many areas of life in school which would be almost impossible without the help of parents. We need help in group supervision, backing completed work for mounting on the wall, photocopying, laminating, hearing pupils read, assisting on the computers, supervising on school trips and many other tasks.

We would love your support! Please contact the school office to tell us of your availability

### ***Parental Concerns***

St. James the Less R. C. School endeavours to work closely with parents, drawing home, school and parish together for the benefit of your child.

If at any time you wish to discuss a concern whether academic or pastoral please do not hesitate to contact school to make an appointment to see your child's teacher. If you are unable to resolve your concern please contact the headteacher.

### ***Communicating with Parents***

In order that parents are well informed of events affecting the education and well being of their children a fortnightly Newsletter (Splashnews) is produced and sent home via pupils. Those parents who provide an email address will receive theirs electronically. The school aims to send most information electronically to reduce our carbon footprint and production costs and we would appreciate most parents to use this method of contact if possible.

**Please check children's bags every night for school correspondence.**

### Staff of the School – June 2019

Class	Teacher	Learning Support		
Reception	<b>Miss Merrifield</b>	<b>Mrs Carter/Miss Gibson</b>	<b>Bursar</b>	Miss Heaton
Year 1	<b>Mrs Langan</b>	<b>Mrs Duffy</b>	<b>Office assistant</b>	Mrs Shell
Year 2	<b>Mrs Dunn / Miss McIntyre</b>	<b>Ms Nicholls</b>	<b>Site Supervisor</b>	Mr Coleman
Year 3	<b>Mrs Miller</b>	<b>Mrs Fennell</b>	<b>Deputy Headteacher</b>	Mrs Langan
Year 4	<b>Mrs Farrell</b>	<b>Miss Dawson</b>	<b>Headteacher</b>	Mr G Hall
Year 5	<b>Miss Dickinson</b>	<b>Mrs Cordey</b>		
Year 6	<b>Miss Purtill</b>	<b>Mrs Krupinski</b>		
Catering	<b>Sharon / Yvonne</b>			

### School Governors

Mrs C Atherton – Chair, Mrs S Casey, Mr K Egan, Rev Fr Tony McBride, Mrs B Nightingale, Mrs J Pritchard, Mrs J Ronnan, Mrs N Tomlinson (P), Mrs J Scholes (P), Mr M Brennan (P), Mrs L Cunningham (LA), Mr G Hall – Headteacher, Miss L Purtill (Teacher)

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(P) Denotes Parent Governor / (LA) Denotes Local Authority Governor

Mr Hall is the person responsible for child protection in school.

The Deputy person responsible for child protection in school is Miss Dickinson.

Clare Atherton is the named child protection governor.

### Contact Information

e-mail: [bursar@st-jamesless.lancs.sch.uk](mailto:bursar@st-jamesless.lancs.sch.uk)

website: [www.stjamesthelessschool.co.uk](http://www.stjamesthelessschool.co.uk)



## ***Privacy Notice (How we use pupil information)***

### ***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
- Medical conditions
- Special Educational Needs and Disability
- Behaviour and exclusions
- Child Protection information

### ***Why we collect and use this information***

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
- to safeguard pupils

### ***The lawful basis on which we use this information***

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

#### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

#### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

### ***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 aim to purge pupil data 3 years after they have left the school.

### ***Who 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)
- Salford Diocese and the Catholic Education Service
- NHS/school nurse

### ***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>.

:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## ***The National Pupil Database (NPD)***

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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 Miss Heaton in the school office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:

Miss Heaton in the school office.  
Telephone 01706 216190  
[bursar@st-jamesless.lancs.sch.uk](mailto:bursar@st-jamesless.lancs.sch.uk)

*Children attending Roman Catholic Primary Schools are expected to transfer to the appropriate Roman Catholic Secondary School. The Governors are responsible for the admission of pupils in accordance with arrangements agreed with the L.E.A. These arrangements provide for the admission of children of the Roman Catholic Faith attending Non Roman Catholic Primary Schools and also for the admission of Non Roman Catholic children.*

Children in Roman Catholic Primary schools whose parents wish them to transfer to a Non Roman Catholic Secondary School may do so if there are places available in the preferred school. It should be borne in mind however, that if the preferred school is over-subscribed then places will normally be allocated firstly to parents in the Non Roman Catholic sector.

The following school serves the district:-

Rawtenstall All Saints R.C. Language College	11-16 mixed
Haslingden Road	Comprehensive
Rawtenstall	Head: Mr. B McNally
BB4 6SJ	Roll: 11-16 476
	Admission Number 90
Tel. 01706 213693/229980	

***Please refer to school website for our most up to date Admissions Policy***

*Anything else?*

*We are sure that you will find our website very useful.*

*Please visit [www.stjamesthelesschool.co.uk](http://www.stjamesthelesschool.co.uk)*

*Feel free to contact us for further information*