



School Prospectus

2020-2021



Dear Parents and Carers,

Welcome to Brynhafren C.P. School. By reading this prospectus we hope that you will learn a little about the life and work of our school. If you are choosing a school for your child we recommend that you visit us and see our school at work. *Please note under current COVID restrictions visits are limited to out of school hours and outside only visits during the day.*

Brynhafren C.P. School is a primary school situated between the villages of Crew Green and Bausley; just off the B4393 - north-west of Shrewsbury, north-east of Welshpool, and south-east of Oswestry, in the county of Powys, district of Montgomeryshire, in Mid-Wales, the United Kingdom.

Our buildings are superbly situated on a hill that provides fantastic views over the Powys and Shropshire countryside. Our rooms are full of sunshine and well equipped to provide a quality learning environment for our pupils.

Code of Conduct

At Brynhafren School we take great pride in seeing ourselves as an extension of the home where the pupils are encouraged to act with responsibility and maturity from an early age. The school actively promotes its motto:

Tyfu a Dysgu Gyda'n Gilydd - Growing and Learning Together

We look forward to welcoming you and your child to Brynhafren C.P. School and hope your child will be happy and secure here.

Mrs A. Ellis

Head Teacher



Mr G. Hunter

Chair of Governors



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School Details

Address:

Brynhafren County Primary School
Bausley
Crew Green
Powys
SY21 9PY

Telephone Number: 01743 884455

Email: office@brynhafren.powys.sch.uk

Website: www.brynhafren.powys.sch.uk

Local Authority:

Powys County Council
County Hall
Llandrindod Wells
Powys
LD1 5LG

Number on Roll: 42 (September 2020)

Age Range: 4 - 11 years

Headteacher: Mrs A. Ellis

Assistant Headteacher: Mrs S. Rees

The School:

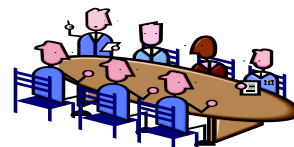
Brynhafren County Primary School is a small rural primary school, originally built in 1962. The school is situated on the Powys/Shropshire border, overlooking the confluence of the Rivers Severn and Vyrnwy. It is a mixed school of Non-Denominational religion.

Admissions Policy

As we are a Community Primary School we are subject to the County Council's Admissions Policy which is detailed in a booklet entitled "Primary & Secondary Information & Admissions Arrangements". Copies of this may be obtained from the Admissions Officer, Powys County Council, County Hall, Llandrindod Wells, Powys. Copies are also available from the school office.

Our School Governors

Mr Graeme Hunter	L.A. Governor	Chair
Cllr Lucy Roberts	L.A. Governor	
Mr James Williams	L.A. Governor	
Mr Ian Bebbington	Community Governor	Vice Chair
Mrs Jane Shaw	Community Governor	
Ms Karen Pountney	Parent Governor	
Mrs Clare Coote	Parent Governor	
Vacancy	Parent Governor	
Mrs Samantha Rees	Teacher Governor	
Mrs Alison Ellis	Headteacher	
Clerk to the Governors: Mrs Beth Groves		



The day to day management of the school is the responsibility of the Headteacher, but the Governing Body has general oversight of the school, particularly in matters relating to finance, staffing, the curriculum and discipline. They meet at least once a term and then as needed in their role within sub committees.

Staff List September 2020

Headteacher:	Mrs A. Ellis
Assistant Headteacher:	Mrs S. Rees
Teachers:	Mrs S. Blackmore Miss L. Roberts
ALNCo:	Mrs S. Blackmore
School Support Staff:	Mrs J. Wilkes Miss E. Udberg
Mid-Day Supervisor:	Mrs S. Maddox
Administrator:	Mrs Sharon Parr
Caretaker:	Mrs S. Maddox
Head Cook:	Mrs A. Blindell

Daily Routines

Currently whilst COVID restrictions are in place, the school timings are slightly different with KS2 finishing at 3.10pm, but classes are kept separate through zoning of school, hall and outside space. Separate entrances are in place and parents are not permitted on school grounds.

8:40a.m. - morning registration

10:15a.m. - break

11:45am. - lunch

12.45 p.m. - afternoon registration

3:00 p.m. - end of school day



It is requested that pupils do not arrive before 8:35 a.m. unless attending Breakfast Club which starts at 8.00 a.m. It is essential that pupils arrive in school on time for both morning and afternoon sessions.

Pupils can enter the school building via the front door at 8:35 a.m. when they will be asked to carry on with a quiet activity until the official start of school at 8:40 a.m.

Term dates can be found in the back of this document.

Here at Brynhafren CP School we encourage active communication between parents and teachers. We try hard to make ourselves available to discuss matters with you. If you need to talk to your child's class teacher, please see him/her in the morning or after school to make an appointment or, if this is not possible, send a note with your child or phone the school to ask the teacher to contact you.



Blue Planet Aquarium - Chester

We will always make every effort to meet with you but generally before school is not a good time as teachers are setting up for the day's activities. If it is a matter of urgency you can always ask to see the head teacher.

Please let your child's class teacher know if your child is to be taken home by a different person. All pupils are to be collected from the school gates within the carpark.

Currently outer gates during Covid restrictions.

Curriculum Statement: Teaching Methods and Organisation

Here at Brynhafren our aim is to provide our pupils with a balanced and broad based curriculum and in order to meet this aim in addition to the demands of the National Curriculum where our pupils will develop knowledge, skills and understanding, we aim to promote the spiritual, moral, cultural, mental and physical development of our pupils whilst preparing them for the opportunities, responsibilities and experiences of the future. During the year 2020-21 all schools in Wales are preparing for the 2021 Curriculum for Wales which is based on developing the skills of the pupils to become:

- Ambitious, capable learners who are ready to learn throughout their lives.
- play a full part in life and work.
- Ethical, informed citizens who are ready to be citizens of Wales and the world.
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.



Busy at work

The school uses a variety of approaches in order to ensure that our pupils fulfil their academic potential. The approaches range from whole class teaching to a group based on individual approach as necessary. Work is differentiated according to the needs of the pupils. The school closely monitors its pupils in order to provide for any specific individual needs.



Learning in the outdoors

The New curriculum is organised into the following areas of learning:

- Expressive Arts.
- Health and Well-being.
- Humanities.
- Languages, Literacy and Communication.
- Mathematics and Numeracy.
- Science and Technology.

Alongside these sit the skills frameworks for Literacy, Numeracy and Digital Competency.

The school has policies and schemes of work relating to the Curriculum and whole school development. These are available from the Headteacher as is a detailed curriculum statement.

Use of the Welsh Language:



Welsh as a second language is taught throughout the school and is a key component of the Language, Literacy and Communication area of learning. The school encourages the pupils to use Welsh as much as possible with emphasis being put on the cultural awareness of the pupils in relation to Wales through the Cwricwlwm Cymreig.

A peripatetic Welsh teacher employed by the L.A. supports the school, but the majority of Welsh is taught by the class teachers in specific Welsh lessons and is also used across other areas of learning to promote bilingualism. Pupils are encouraged from the start of school to use incidental Welsh, in class, when answering the register, in assemblies and at lunchtimes.

Each year St. David's Day is celebrated enabling pupils to speak and sing in Welsh. The library and all classrooms have a selection of Welsh books. Pupils are encouraged to speak in Welsh at other times during the day.

The main school is organised into two classes:

Reception, Year 1 and 2

Year 3, 4, 5 and 6

The Headteacher does not have a teaching commitment. She is on site for two days each week and on site at Maesyrhandir Primary School for three days per week in an Executive Headteacher role. On the days that the Headteacher is off site, the Assistant Headteacher is available.

Our designated Additional Learning Needs Co-ordinator, Mrs Sarah Blackmore has responsibility for additional needs across the school.

Pupils starting school for the first time are able to apply for a place by parents sending an application form to the Local Authority. Please also let Mrs Sharon Parr, our school administrator, know. These forms are available on-line. We place great emphasis on showing parents around the school in order that they can experience first-hand, the learning environment that we provide for the children in our care.

In the Summer term, prior to admission, our Reception Class have settling in days to ensure their needs and the needs of the pupils already established in the class are considered.

Pupils can be admitted to the school in the September after which they have reached their fourth birthday. This is in line with L.A. policy.



Usually pupils start in the Reception class on a full-time basis, however this can be flexible and part-time to start can be arranged by discussing with the class teacher.

On entry to school, pupils are admitted into the Reception class. We place considerable emphasis on the Early Years stage of a pupil's education and ensure our pupils feel valued at a very early age. We emphasise individuality where the needs of the pupil are catered for, whilst at the same time developing the pupil's ability to conform to the routine and demands of school life.



National Space Centre - Leicester

At the end of the school year in which a pupil is eleven, arrangements are made for transition to High School with High School staff visiting the school and our pupils spending some time in the High School of their choice. The transition from primary education to secondary education can be very demanding for the pupils but through liaising with the high schools we ensure the transition is as smooth as possible. Schools that we currently link with are Llanfyllin School and Welshpool High School.

On occasions, pupils do transfer to Brynhafren C.P. School from other schools. This is done through liaison with the child's present school and if within Powys through correspondence with the LA. On admitting pupils from another school we make the transition as smooth as possible in order that they settle quickly into a new routine.

Homework

Homework is an extension of the work which children do in school and is an important part of our home/ school partnership. There is a wide range of different types of homework which your child may be asked to complete which do much to contribute to the improvement of the basic skills of literacy and numeracy.

Following the Covid forced shutdown of schools, continuity of learning at home became a major part of the children's learning. We have established a continuity of learning agreement for our families to sign up to in order that we can be prepared in the event of any further enforced closure and support families in the way that best suits them.



Extra-Curricular Activities

The school offers various after-school clubs giving coaching and tuition in both general sport and fitness plus games and arts and crafts. The

clubs are run on a regular basis during term-time and take place from 3pm until 4.15pm. Currently under Covid restrictions these clubs are not running.

After School Club

Brynhafren Primary School runs after school care from 3pm until 5pm on Mondays, Thursdays and Fridays during term time. Each session is £5 per child, paid via ParentPay. We offer many activities such as Lego, Arts & Crafts, Film and Sports.

Additional Learning Needs

The school places considerable importance on Additional Educational Needs. Our policy is available from the Headteacher. There is a register of pupils with Additional Educational Needs which fully complies with the A.L.N. Code of Practice. All pupils are closely monitored.

Children on the A.L.N. Register are taught in a variety of ways. These may be through differentiated work within class, in-class support and/or through withdrawal for specific short periods to a learning support teacher. All children on the A.L.N. register have Provision Maps and one page profiles which are set up by the Class teacher on advice from the ALNCo.

Arrangements for making complaints about the curriculum

If a parent has a complaint about the curriculum this should be done in the first instance through the Headteacher. If a parent wishes to discuss a query or a problem then they are encouraged to speak to the Headteacher or the Class teacher. The school has a complaints policy which may be obtained from the school office.

Sex & Relationship Education

The Governing Body of Brynhafren C.P. School has made the decision that Sex and Relationship Education should be offered to our pupils.

Sex and Relationship Education is an umbrella term for all of the learning that we need to understand our bodies, be skilled enough to manage relationships and to develop the understanding that will help us to make the best decisions for ourselves.

Teaching is within the overall context of our Personal, Social and Health Education Programme and is always presented in a setting appropriate to the age of the pupils. Specific aspects of Sex Education will be covered at Year 6 and the local health professional are often involved. We have a separate Sex and Relationship Education Policy. Under the new Wales 2021 curriculum this will become compulsory and not an opt in or out area of the curriculum.

Assembly and Collective Worship

At Brynhafren C.P. School we hold daily acts of worship. These vary from being whole school to Key Stage or class led. Collective Worship and Assemblies must be seen as distinctive activities. They may however take place at the same gathering and be related to the daily life aspirations and concerns of the school. Brynhafren has a strong community link with St. Michael's Church in Alberbury. We enjoy weekly assemblies by the Church Ladies, led by Rev. Maxine Neil.



Christingles with the Church Ladies

Our acts of collective worship as stated in Education Reform Act of 1988 (and the corresponding section of the 1993 Act) will be of a wholly or broadly Christian character, together with acts of worship which contain elements drawn from other faiths.

Under current Covid restrictions whole school assemblies are not taking place.

Right of Withdrawal

If a parent asks that their child should be wholly or partly excused from attending any religious worship in the school, then we as a school must comply.

We continue to be responsible for the supervision of the pupil withdrawn. Parents are not obliged to give a reason for their seeking withdrawal.

Religious Education

Religious Education is part of the 'basic curriculum' to which all pupils have an entitlement, and must be taught alongside the National Curriculum. For our school the scheme of work for R.E. has been written in accordance with the locally agreed syllabus of Powys County Council.

Through our teaching of RE our pupils develop an understanding of and respect for various world religions. They find out about lifestyles adopted by individuals and societies within different cultures around the world and how aspirations for such things as equality, social justice and peace are fostered. As part of Personal and Social Education children are given opportunities to promote their health and well-being and moral and spiritual development. They learn about sustainable development and global citizenship. Religious Education and Personal Social Education share some key themes.

Parents have a right to withdraw their child wholly or partly from Religious Education. However, any parent who indicates that they would wish to use that right should be made aware that we are teaching pupils **about** religions (i.e. Religious **Education**)

and not converting the pupils to any one form of one religion. We would also encourage the parents to see the Scheme of Work, so that they are in a better position to make an informed choice.

Sporting Aims and Provision for Sport

Our aim is to encourage all pupils to take part in sport, in order to develop the pupils sporting ability and to promote healthy lifestyles. The emphasis is on "Sport for All" and the development of skills in order to increase the enthusiasm of the pupils for sport and to improve health-related fitness.



Tag Rugby P.E. Lesson

In addition to regular P.E., (games, swimming, gymnastics and dance) all pupils of the school participate in the Daily Mile and are encouraged to bring their trainers to school every day to participate.

Swimming lessons are provided to all KS2 pupils at some point during the year. The pupils are taken by coach to The Flash Leisure Centre in Welshpool where they are taught by qualified staff. Each lesson lasts 40 minutes and there is the opportunity to take part in galas organised by the local sports association.

At Brynhafren C.P. School we have use of the community playing field and two playground areas.

Members of staff at the school hold coaching certificates and qualifications in the teaching and coaching of P.E.

Forest School



Den making in Forest School

At Brynhafren Forest School we aim to give all the pupils an insight into the wonders that the Forest School ethos can provide. We are very fortunate to have a level 3 Forest School leader on staff. Forest School provides opportunities for pupils to develop self-esteem and self-confidence; they can take risks with safe boundaries.



Making mud pies

Forest School is about exploring and experiencing nature through practical activities. The pupils will participate in all weather, all year round, exploring the seasons and learning from environmental changes. These experiences are to stimulate creative thinking, problem

solving and skill development all through play. Our aim is for each class to have at least a half term of sessions of Forest School throughout the school year.

School Council

Each year two representatives from each class from Y2-Y6 are put forward to become members of the School Council. These representatives bring forward any issues which their class feel strongly about and meet regularly with Mrs Wilkes to discuss their ideas. Our School Councillors make real decisions on whole school issues and raise the profile of pupil voice in our school.

Healthy Schools

The School participates in the Healthy Schools programme and has achieved a number of awards.

Criw Cymraeg

Pupils from Year 2 upwards are selected to be in the Criw Cymraeg, co-ordinated by Miss Roberts. This group looks at the promotion of the Welsh language across the school. The school is currently working towards its bronze award.

Digital Wizards

Pupils who have demonstrated an outstanding skill in ICT are able to support others learning in this area and are awarded the status of Digital Wizard.

Discipline and Good Behaviour

We place great emphasis on good behaviour amongst our pupils. We encourage our pupils to be courteous to each other, staff and visitors, and to be honest and respectful of others. We view incidents of bad behaviour and bullying seriously. Under no circumstances will episodes of bullying or bad behaviour be tolerated. Parents are invited to the school to discuss continuous or serious episodes of bad behaviour. The school has a working policy document on discipline and good behaviour which is available to parents.



Memorial Walk – Rodney's Pillar

Child Protection

The school works under the Wales Safeguarding Procedures 2019 and has a statutory duty to refer to the Children's Services any serious concerns about children's welfare. The School safeguarding officers are Allison Ellis, Samantha Rees and Sarah Blackmore.

Dress code

School sweatshirts and polo shirts are available to order from www.MyClothing.com they all have our embroidered logo. Samples can be seen at the school. The school colours are black and white. Summer dresses can be worn in blue.

Trousers, Skirts, Shorts, leggings or pinafores should be plain black or grey. The wearing of the uniform gives the pupils a sense of belonging and identity. We ask that parents label uniform carefully with the name of the child.

Pupils are expected to wear uniform every day.

Jewellery, with the exception of small stud earrings and watches, is not allowed.

PE kit

It is expected that all pupils will have a change of clothing for P.E. and Games. For hall activities, pupils should wear a **white T-shirt and black shorts** and for outside games, **suitable clothing and footwear**. Swimming is a compulsory part of the curriculum and all pupils from FPh and KS2 have the opportunity to take part. It is expected that all pupils will take part in P.E., Games and swimming unless we receive a written note from a parent requesting that a pupil does not participate due to illness. No jewellery should be worn for PE.

Due to current Covid regulations, we ask that pupils wear their P.E. kit into school on the day of their lesson.



Charging and Remissions Policy

As a school we invite parents to make voluntary contributions for activities such as school trips which take place wholly or mainly during the school day. However, where parents are unable or unwilling to contribute on a voluntary basis then the pupils of those parents will not be prevented from taking part in the activity. There may be occasions when planned trips will have to be cancelled due to insufficient funds.



Filming for Countryfile at Lake Vyrnwy

A full copy of this policy may be obtained from the Headteacher should it be required.

Parental Links

We notify parents about school events through newsletters. We also use email and Whats App. We are currently updating our website. There is also a Friends of Brynhafren page on Facebook.

We hold Parent/Teacher evenings throughout the year. In addition, we provide report cards in the Autumn and Spring Terms and a written report at the end of the Summer Term.

Parents are encouraged to visit the school to share in events such as class assemblies, Christmas concerts, sports days, etc.

Equal Opportunities Policy



At Brynhfaren C.P. School we seek to develop the particular abilities of each pupil as an individual. We are committed to the elimination of unfair discrimination and the provision and promotion of equality of opportunity for all in education.

We will strive to ensure that no pupil or member of staff receives less favourable treatment on the grounds of sex, marital status, age, language, colour, race or ethnic origin, socio-economic status, sexual orientation or disability.

Pupils with disabilities

In accordance with our Equal Opportunities Policy pupils will be given equal opportunities to access the curriculum and where necessary steps will be taken to ensure appropriate provision for such pupils in school.

Accidents at School

If an accident occurs in school a pupil will be seen by a trained first aider and if further action is required, this will be organised. Should this be a head injury, phone contact will be made with parents. If there is a serious accident or an illness, the parent or carer will be informed as quickly as possible. Serious injuries will be dealt with by contacting the emergency services.

If a pupil is taken ill during the school day, every effort will be made to contact the parent. It is therefore very important that parents keep school updated about changes in emergency contacts. Should you wish your child to remain indoors at break time or lunch time due to illness, please inform your child's class teacher through a written note at the start of the school day. The school has a medical record with details relating to each pupil. Parental co-operation helps keep this up to date.

During the current Covid pandemic the school will follow the government guidance on managing suspected Covid cases, in order to keep everyone as safe as possible.

Fire Drills

As required by Health and Safety Fire Drills are held regularly throughout the year and a record of these is kept by the headteacher.

School Dinners

All of our pupils eat dinners on school premises. Pupils have the choice of bringing their own packed lunch or having a meal as provided by Powys Catering. During lunch time the pupils are supervised by our mid-day supervisor and a member of staff. A senior member of the staff is always available throughout the lunch time period.



The price of a school dinner is currently £2.35 per day. Dinner money is paid via the ParentPay system on www.parentpay.com. Some families are entitled to free school meals, information and application forms can be obtained from the LA website www.powys.gov.uk

Snacks

At break times all pupils have the opportunity to buy a healthy snack from a pupil-run snack 'shop' for 20p, alternatively they should be provided with a piece of fruit or healthy snack from home. Sweets, chewing gum and fizzy drinks are not allowed to be consumed either in school or on the playground.

Free milk is available for all Reception, Year 1 and Year 2 pupils at morning break time. Please note that we are a nut-free school as some pupils do have a nut allergy.

Under Covid restrictions school is unable to provide snacks so please send your child with a healthy snack and water bottle daily.

Notification of Absences from school

It is essential that the school is notified of your child's absence through a phone call or note on the first day that the child is away. Absences without explanation will be classed as unauthorised and are likely to be followed up by the Education Welfare Officer. **Verbal explanation by a pupil is not sufficient.**

It is a policy of Powys County Council that any pupil being sick should not return to school for 48 hours after the last incident.

Parents can apply for up to 10 days term time holiday for their child within an academic year. Each application is looked at individually and applications will only be approved if your child has a 90%+ attendance record.

Absence around Covid 19 will be managed using the current guidance on self-isolation.

Attendance Data

Our attendance percentages for the last two full terms are as follows:

Summer 2019	97.4%	authorised absences	2.6%
Autumn 2019	95.46%	authorised absences	4.54%

Number of pupil exclusions 2019 - 2020: 0

National Curriculum Assessment Data and most recent school data

NB No data for 2020 due to Covid

The school's results for FPh pupils (% children achieving Outcome 5 or above)

	2017	2018	2019
Personal and Social Development, Wellbeing and Cultural Diversity	100%	100%	86%
Language, Literacy and Communication Skills	86%	100%	86%
Mathematical Development	86%	100%	86%
FPI	86%	100%	86%

14% of Year 2 pupils were on the ALN register in 2019.

For Key Stage 2 (% children achieving Level 4 or above)

	2017 T.A.	2018 T.A.	2019 T.A.
English		100%	100%
Maths		100%	100%
Science		100%	100%
CSI		100%	100%

0% of Year 6 pupils were on the ALN register in 2019.

BRYNHAFREN C.P. SCHOOL ADMISSION FORM

Full Name:	
Home Telephone no:	Mobile no:
Address:	
Postcode:	
Email	
1 st Emergency Contact Name:	Telephone no:
2 nd Emergency Contact Name:	Telephone no:
Date of Birth:	Date of Admission:

FAMILY DETAILS

Mother:	Place of Work & tel no:
Father:	Place of Work & tel no:
Other (with parental responsibility):	
Parent(s) address if different from above:	
Position of child in family:	
First language: English/Welsh/Other:	Ethnicity: English/Welsh/British/etc.
Other languages understood:	Other languages spoken:
SIGNIFICANT HEALTH INFORMATION:	
FAMILY DOCTOR:	
OTHER BACKGROUND INFORMATION(eg Religious Affiliation):	
Pre-School Experience:	
Other Schools:	
Any other relevant details:	

Signed..... Parent/Guardian.

2020/2021

Autumn Term 2020

Autumn Term 2020

Wednesday 2nd September 2020 to Friday 16th October 2020

Half-Term: Monday 19th October 2020 to Friday 30th October 2020

Monday 2nd November 2020 to Friday 18th December 2020

Spring Term 2021

Spring Term 2021

Tuesday 5th January 2021 to Friday 12th February 2021

Half-Term: Monday 15th February 2021 to Friday 19th February 2021

Monday 22nd February 2021 to Friday 26th March 2021

Summer Term 2021

Summer Term 2021

Tuesday 13th April 2021 to Friday 28th May 2021

Half-Term: Monday 31st May 2021 to Friday 4th June 2021

Monday 7th June 2021 to Friday 16th July 2021

Non-Pupil Days 20/21

- Tuesday 1st September 2020
- Monday 21st December 2020
- Tuesday 22nd December 2020
- Monday 4th January 2021
- Monday 12th April 2021

BRYNHAFREN C.P. SCHOOL

PARENT HELPER FORM

Name:

Address:

.....

Tel. no:

Parent/Carer of:..... Year.....

I am interested in:

Please tick

- ☐ Developing ICT skills
- ☐ Reading activities
- ☐ Maths games
- ☐ Arts and craft activities
- ☐ Music
- ☐ Mounting work for displays
- ☐ Taking children to matches/competitions
- ☐ Coaching (indicate which sport)
- ☐ Other areas (please specify below)

.....

.....

Please return this form to the school office and we will contact you.

Thank you for your offer of help!

Volunteer helpers will need a Powys County Council Enhanced DBS Disclosure - please see office staff for relevant paper work.

BRYNHAFREN CP SCHOOL
CONSENT FORM FOR CHILDREN

From time to time we will need to use images of, and quotes from children for general publicity uses, including posters, publications and on our school website. To do this we need your prior written consent. The photographs and/or pieces of film will be stored and used when appropriate to continue promoting the work of the school, fostering home/school and school/community links. They may also be used to publicise future events in the school, or activities involving the school. Thank you for your help in this matter.

We follow the general rule that if a photograph is used then the child is not named or if named there will be no picture i.e. people will not be able to associate a name to a photograph unless we have specific written consent from the parent/guardian.

Should you have any concerns or wish to discuss the matter please contact Mrs Ellis at the school.

Name of child:.....

Current address of child:.....

Details of photograph, film or quote: images and quote taken by the school (or those acting on behalf of the school) of children and young people.

To the parent/guardian	Please circle
May we use your child's photograph or quote in printed publications e.g. newsletters, posters of activities, etc.	Yes / No
May we use your child's photograph or quote on the school website	Yes / No
May we show any film produced by the school containing your child e.g. Christmas concert	Yes / No

Name of adults signing:.....

Relation to child:.....

Signature:..... Date:.....

Signature of child:.....

Please return this form to the school office.

Brynhafren C.P. School.
Acceptable Use Policy for Brynhafren C.P. School

Our school website will not include:

- Photographs of individual children (use only group or whole class photographs with very general labels such as 'a science lesson' or making Christmas decorations')
- Personal details or names of any child or adult in a photograph
- Personal email/postal addresses, telephone/fax numbers.

Rules governing use of E-mail.

Pupils shall not:-

- Use racist, sexist or otherwise offensive or threatening language in the sending of e-mail messages.
- Attempt to impersonate other e-mail users.

Rules governing use of the Internet

Pupils shall not:-

- Attempt to access any undesirable materials.

Parent Consent Form

Please complete and return this form to the Headteacher, Brynhafren School.

ف I am the parent or carer of

ف I understand that the school will take all reasonable steps to ensure that my child uses the school's internet and electronic mail services for appropriate purposes.

ف I understand that no filtering system can guarantee to be 100% effective all the time and that there may be occasional instances of misuse by some pupils.

ف I understand that my child will be held accountable for his/her use of the internet and electronic mail services and that deliberate misuse will be treated as a serious breach of school rules and reported to me.

ف I give my permission for my child to use the Internet and electronic mail services in the school.

ف I give permission for my child's photograph or work to be used on the school website providing that he/she is not identified.

Signed..... Date:.....

Pupil Consent Form

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the Internet in a responsible way and observe all the restrictions explained to me by the school.

Pupil signature..... Date.....

Fair Processing Notice: What the School, Local Education Authority and Government does with Information it Holds on Pupils

Subject

This leaflet tells you about what the National Assembly for Wales, **Powys Local Education Authority** (LEA) and Brynhaflen C.P. School does with your or your child's personal and performance information (data).

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they go to a new school, they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The LEA and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

The use made of this personal information

The **National Assembly for Wales** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at www.learning.wales.gov.uk or www.wales.gov.uk/statistics

The **LEA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example;

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Organisations who may share personal information

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the National Assembly for Wales, LEA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Other information

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- your child's school on 01686 626337;
- your LEA on **01597-826455**;
- **the National Assembly's data protection officer at, The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ**;
- the Information Commissioner's office help line can be contacted on 01625 545 745;
- information is also available from www.informationcommissioner.gov.uk

Brynhafren C.P. School

School Lane, Bausley, Crew Green

Telephone: 01743 884455

E-mail: office@brynhafren.powys.sch.uk

BREAKFAST CLUB

Breakfast Club is held in the school hall from Monday to Friday from 8:00 a.m.
Please complete this form and return to school prior to your child attending Breakfast Club.

Many thanks.

Child's Name:		Class:
Special Dietary Requirements		
Does your child have any food allergies/intolerance?		Yes / No
If yes, please provide details		
Other information		
Please provide details of any other information you feel relevant to your child's attendance at the breakfast session		
Contact details in case of an emergency		
Name:		Phone Number:
Relationship to child:		
Name:		Phone Number:
Relationship to child:		
I confirm that I would like my child to attend the breakfast sessions.		
Signature of Parent/Guardian:		Date:

