



Confident. Independent. Forward-thinking.

**Kents Hill Park School**  
**Parent and Carer Information Booklet**  
**Year 3**  
**September 2025-26**

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Parents and Carers - please read this document carefully and keep it in a safe place for future reference.

The registration form, which includes a checklist and permission/consent record, must be completed via the link below by **5<sup>th</sup> May**. It is essential that the school receives this information by this time so that we can proceed with your admission.

**[Kents Hill Park Pupil Registration Form](#)**

**Please ensure that you click 'Submit' at the end of the form.**



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## **Dates for Your Diary**

### **Wednesday 2<sup>nd</sup> July 2025 - Transition Day**

Children will have the opportunity to visit Kents Hill Park School and spend the day with their new class teacher. Further information will follow.

### **Wednesday 2<sup>nd</sup> July 2025 – 2.30-3.05pm**

#### **Parent and Carer Information Presentation**

At the end of the children's transition day on Wednesday 2<sup>nd</sup> July 2025, we would like to invite parents and carers into our school to meet school staff and attend our September information session. This will run from 2.30 – 3.05pm and we will share important information to prepare for your child's September start. There will also be the opportunity to ask any questions you may have.

#### **Inset days – school closed to all pupils**

Monday 1<sup>st</sup> September 2025

Tuesday 2<sup>nd</sup> September 2025

#### **Primary School open for Years 1-6 only**

Wednesday 3<sup>rd</sup> September 2025



## Welcome from the Headteacher

It is with great pleasure that I am able to welcome you to Kents Hill Park School. It really is an exciting and significant opportunity for everyone that joins us as part of our community. Kents Hill Park School aims to provide exceptional all-through learning within and beyond the classroom. Academic success is at the heart of what we do, but education is far more than that, and we provide the very best opportunities and experiences for the children and families that we serve. We want our children to grow to live happy, healthy and productive lives in an inclusive and safe environment. The 'all-through' model allows us to do that for every pupil at each stage of their education.



### **Confident. Independent. Forward-thinking.**

The logo that we have designed embodies our desire to be at the heart of the community. Originally based on the 'Boy and Girl' sculpture by Robert Koenig, the original occupies the roundabout just outside the Primary School and represents two young people who are confident, independent and forward-looking – characteristics we wish to engender in all our pupils.

Our ethos is based around traditional values and high expectations of behaviour and care, but we are also developing systems and plans at the forefront of educational thinking. Our powerful knowledge-rich curriculum will ensure that pupils are ready for the next stages of their academic journey. The staff that join us all share these beliefs, and we are fortunate that so many high-calibre staff have joined the school.

The Year 7, Year 3 and Foundation pupils that join us this year will all benefit from the work that all the pupils and staff have completed in these first seven academic years, setting the groundwork for an exceptional learning environment. You only have to speak to any of the pupils, staff, or look at our Facebook, X (formerly Twitter) and Instagram feeds to see how much we have accomplished.



Our standards are extremely high, and we make no apologies for that. However, I truly believe in the importance of pupil voice, and each pupil will play a key role in the decision-making process, helping to shape the school for many years to come. Mrs Tough and Mrs Ablitt, as leads for the Primary Phase, will be important figures in that process.

We all want Kents Hill Park School to be the best for all our children and will need to work together to that end.

The transition to a new school can be a daunting time for any pupil, but rest assured, everyone will be feeling a little nervous in September. It will be another busy term and year, but one that I hope when we look back on it at this point next year, we are able to say has been a huge success.



**Mr James Pilgrim**  
Headteacher

## Vision and Ethos

### **Exceptional all-through learning, within and beyond the classroom.**

The Kingsbridge Educational Trust is a multi-academy trust group of strong performing, like-minded schools dedicated to high standards of achievement for all pupils. Each school has its own unique ethos and identity.

The Trust promotes a clear educational vision, ethos and direction and ensures the uniqueness of each Academy, and the contribution it makes to the Trust, is recognised. This gives us great strength collectively, and Kents Hill Park School will benefit from the expertise within the Trust as we grow and develop.

## Aims and Values

To ensure outstanding learning opportunities are provided for each and every child regardless of age, gender, need, faith or background.

To enrich lives socially, culturally, morally and spiritually and to ensure all children can take their place in a forward-thinking enlightened democracy.

At Kents Hill Park School we will:

- provide the very best in teaching and learning opportunities for every pupil;
- have the highest expectations of what pupils can achieve;
- promote an ethos of high expectations, outstanding behaviour and care;
- have an enriching and enabling curriculum, with knowledge at the centre of it and an extra-curricular programme that supports outstanding personal development;
- prepare and equips pupils well for the next stages of their school journey;
- promote and sustain the very best of British values, including fairness, equality, honesty, justice and service;
- ensure pupils reach the highest possible standards in public examinations.

## Timings of the School Day

Nursery		Foundation, Years 1, 2 and 3	Years 4, 5 and 6
Morning Session 8.30 – 11.30am	Gates Open	08:25	08:35
	Lesson 1	08:35	08:45
Afternoon Session 12.30 - 3.30pm	Break	09:50 – 10:05	10:10 – 10:25
	Lesson 2		
Day Session 8.30 - 2.30pm	Lesson 3		
	Lunch	11:50 – 12:50	12:10 – 13:00
Extended Day Session 8.30 - 3.30pm	Lesson 4		
	Lesson 5		
	End of School Day	15:05	15:15

### School Office hours

Monday	8.15am – 3.15pm
Tuesday	8.15am – 4pm
Wednesday	8.15am – 4pm
Thursday	8.15am – 3:45pm
Friday	8.15am – 3:45pm

## Term Dates and Inset Days

Autumn Term 2025	
Monday 1 <sup>st</sup> September	Inset Day – school closed to all pupils
Tuesday 2 <sup>nd</sup> September	Inset Day – school closed to all pupils
Wednesday 3 <sup>rd</sup> September	School open to <b>Year 7</b> pupils and Primary <b>Years 1 to 6</b> only
Thursday 4 <sup>th</sup> September	School open to all Secondary pupils
Wednesday 3 <sup>rd</sup> – Tuesday 9 <sup>th</sup> September	Foundation and Nursery Home Visits (Foundation and Nursery pupils not in school)
Wednesday 10 <sup>th</sup> -Friday 12 <sup>th</sup> -September	Foundation and Nursery phased starts begins
Monday 15 <sup>th</sup> September	School open to all pupils
Wednesday 24 <sup>th</sup> September	Secondary School closes at 1.05pm Prospective Year 7 Open evening
Friday 24 <sup>th</sup> October	Break up for half term
Monday 27 <sup>th</sup> October – Friday 31 <sup>st</sup> October	HALF TERM
Monday 3 <sup>rd</sup> November	School open to all pupils

Friday 28 <sup>th</sup> November	Inset Day – school closed to all pupils
Friday 19 <sup>th</sup> December	School closes at 12.10pm (Primary) 1.05pm (Secondary)
Monday 22 <sup>nd</sup> December – Friday 2 <sup>nd</sup> January	CHRISTMAS HOLIDAY
<b>Spring Term 2026</b>	
Monday 5 <sup>th</sup> January	School open to all pupils
Friday 13 <sup>th</sup> February	Break up for half term
Monday 16 <sup>th</sup> February – Friday 20 <sup>th</sup> February	HALF TERM
Monday 23 <sup>rd</sup> February	School open to all pupils
Friday 27 <sup>th</sup> March	School closes at 12.10pm (Primary) 1.05pm (Secondary)
Monday 30 <sup>th</sup> April – Friday 10 <sup>th</sup> April	EASTER HOLIDAY

<b>Summer Term 2026</b>	
Monday 13 <sup>th</sup> April	School open to all pupils
Monday 4 <sup>th</sup> May	School Closed – BANK HOLIDAY
Friday 22 <sup>nd</sup> May	Break up for half term
Monday 25 <sup>th</sup> May – Friday 29 <sup>th</sup> May	HALF TERM
Monday 1 <sup>st</sup> June	School open to all pupils
Thursday 16 <sup>th</sup> July	School closes at 12.10pm (Primary) 1.05pm (Secondary)
Friday 17 <sup>th</sup> July	Inset Day – school closed to all pupils
Monday 20 <sup>th</sup> July	Inset Day – school closed to all pupils

<b>Inset Days – School Closed</b>
Monday 1 <sup>st</sup> September
Tuesday 2 <sup>nd</sup> September
Friday 28 <sup>th</sup> November
Friday 17 <sup>th</sup> July
Monday 20 <sup>th</sup> July

## School Staff

<b>Senior Leadership Team</b>	
Mr James Pilgrim	Headteacher/ Deputy DSL
Mrs Katy Tough	Deputy Headteacher/ Primary Lead
Mr Mark McGarvie	Deputy Headteacher/ Curriculum and Timetabling
Mr Adam Baxter	Deputy Headteacher/ Behaviour and Culture Lead
Mrs Hannah Ablitt	Senior Assistant Headteacher (Deputy Primary Lead) All-through Teaching and Learning Lead
Mrs Frances Berzins (Maternity Leave)	Assistant Headteacher/ SENCO
Miss Emma Harris	Assistant Headteacher/ Designated Safeguarding Lead (DSL)/ Safeguarding and Attendance
Miss Emily Yates	Assistant Headteacher
<b>Primary Teaching Staff</b>	
Ms Clare Grego	SENCO Primary Lead
Miss Millie Tyerman	Primary Teacher
Miss Christina Funnell	Primary Teacher/ Head of EYFS and Key Stage 1
Miss Charlee Smylie	Primary Teacher
Mrs Rebecca Wightman (Maternity Leave)	Primary Teacher
Mrs Sabrah Manatsa	Primary Teacher
Mrs Anna White	Primary Teacher
Mrs Katie Rumsey	Primary Teacher
Miss Amber Williams	Primary Teacher
Mrs Joanna Marfleet-Dias	Primary Teacher
Mr Stephen Brooks	Primary Teacher
Mrs Leanne Maddocks	Primary Teacher
Miss Suzanne Fu	Primary Teacher
Mr Lewis Head	Primary Teacher
<b>English Department</b>	
Mrs Susanne Haines	Director of English
Miss Clare Randell	Teacher of English
Miss Claire Williams	Teacher of English
Miss Bernadette Parish (Maternity Leave)	Teacher of English

Mrs Dawn Latham	Teacher of English / Careers Co-Ordinator/ Breakfast Club Lead
Mrs Samantha Savage	Library Co-ordinator
<b>Maths Department</b>	
Mr Jamie Risebrow	Head of Maths
Miss Emily Yates	Teacher of Maths
Mrs Laura Holt	Teacher of Maths/ House Lead
Miss Alex Cirigottis	Teacher of Maths
Mrs Saika Disson	Teacher of Maths
Mrs Rashmita Shah	Teacher of Maths
<b>Science Department</b>	
Mrs Sapna Sewell	Director of Science
Dr Natasha Henwood	Head of Chemistry/ Teacher of Science
Mr Harrison Holmes	Head of Physics / Teacher of Science
Miss Debbie Carter	Science Teacher
Mrs Zeba Khan	Science Teacher
Mrs Amanda Swain	Senior Science Technician
Mrs Zaynab Babalola	Science Technician
<b>Humanities Department</b>	
Mrs Ellie Horton	Curriculum Lead of Humanities/ Teacher of Geography
Mr Nick Bates	Head of RE
Mrs Victoria Fullwood	Head of History
Mrs Katrina Simpson	Teacher of History / Head of Year 11
Mr Josh Tyerman	Teacher of History
Mr Craig Ritson	Teacher of Geography
Miss Joanne Larder	Teacher of Geography
<b>PE Department</b>	
Miss Stephanie Humphrey	Curriculum Lead of PE
Mrs Kimberlee Stammers (Maternity Leave)	Teacher of PE/ Head of Year 7
Miss Chelsie Browne	Teacher of PE
Mr Matthew Grieve	Teacher of PE
Mr James Hepworth	Teacher of PE
<b>Languages Department</b>	
Mrs Lucy Holland	Curriculum Lead of Languages
Mrs Maria Puentes	Teacher of Languages

<b>Art and Technology Departments</b>	
Mrs Erin Morley-Smith	Curriculum Lead of Art/ Induction Tutor
Miss Aimee Lannagan	Teacher of Art
Mr Jeremy Abrams	Curriculum Lead of Technology
Mrs Danielle Whittle	Teacher of Technology / Art
Mrs Maureen O'Sullivan	Teacher of Food Technology
Ms Bonny Kwan	Art & Technology Technician
<b>Other Departments</b>	
Mrs Fiona McGarvie	Head of Computing/ Pupil Premium Lead
Miss Pavni Laxman	Curriculum Lead of Business Studies/ Head of Year 10
Miss Natasha Sandison (Maternity Leave)	Head of Music
Mr Matthew Atkinson	Business Studies Teacher
<b>Pastoral and Safeguarding Support Team</b>	
Miss Elaine Brassington	Pastoral Lead/ Head of Year 8
Miss Laura Greenwood	Pastoral Assistant/ Head of Year 9
Ms Deb Taylor	Pastoral Assistant
Miss Chloe Jones	Pastoral Assistant
Miss Michelle Carter	Pastoral Assistant
Ms Jane Merrison	Pastoral Assistant Primary/ Medical Lead Primary
Miss Adrianna Thornhill	Pastoral Assistant
Miss Lesley Asare	Pastoral Mentor
Mrs Sue Armitage	Safeguarding Support
Mrs Kelly Banks	Parental Liaison Officer
Mrs Andrea Sheldon	Safeguarding Administration Assistant/ Breakfast Club Support
<b>SEN Team/ Learning Support</b>	
Mrs Nicola Taylor	SEN Administrator
Mrs Donna Wells	HLTA Primary
Mrs Fawziyah Khanam	Learning Support Assistant
Mrs Sarah Brodie	Learning Support Assistant Primary
Mrs Caroline Hall	Learning Support Assistant Primary
Mrs Hayley Bayer	Learning Support Assistant Primary
Miss Abigail Carter	Learning Support Assistant Primary
Mrs Jennifer Moorhouse	Learning Support Assistant Primary
Mrs Lianne Tyers	Learning Support Assistant Primary

Miss Paxton Thomas	Learning Support Assistant Primary
Mrs Christin Yeung	Learning Support Assistant Primary
Miss Ashley Reilly	Learning Support Assistant Primary
Mrs Hayley Hawkins	Learning Support Assistant Secondary
Miss Lauren Tyrell	Learning Support Assistant Secondary (HLTA Training)
Mrs Wendy O'Neill	Learning Support Assistant Secondary
Mrs Banita Rekhi	Learning Support Assistant Secondary
Miss Khadra Ali	Learning Support Assistant Secondary
Miss Zara Nogales	Learning Support Assistant Secondary
Mrs Ify Oduko	Cover Supervisor
Mr Phinehas Nsafoah-Owusu	Cover Supervisor
Mrs Raazidha Musthafa (Maternity Leave)	Cover Supervisor
<b>Operations Support Team</b>	
Mrs Claire Hailstone	Strategic Operations Lead
Mrs Mirela Doanca	PA to Headteacher & Administrator / Receptionist
Mrs Lorraine Minns	Secondary Receptionist / Administrator
Mrs Mel Circuitt	Primary Receptionist / Administrator
Ms Emily Hill	Pupil Services Administrator/ Medical Lead
Miss Julie Posiak	Pupil Services Administrator/ Assistant Medical Lead/ Cover Bookings Manager
Mrs Beckie Mann	Reprographics
Mrs Catherine Zamojski	Finance Manager/ Primary Operations Lead
Miss Bess Noonan	Finance Assistant
Mrs Michelle Fernandez	Finance and Administration Assistant
Ms Annar Datardina	Finance Administrator
Mrs Lynn Ettaoussi	Attendance Officer
Mrs Emma Sadler	Assistant Attendance Officer
Miss Clare Burns	Data Manager
Mrs Stephanie Murphy	Data Assistant
Mrs Mia Saville	Data Assistant
Mrs Jennie Hubbard	Educational Visits Co-ordinator
Mrs Sarah Nye	Exams Officer
Mr Elliot Andrews	Site Manager
Mr Mark Nichol	Assistant Site Supervisor
Mr Aaron Sait	Assistant Site Supervisor

Mr Mark Morris	Assistant Site Supervisor (Evenings)
Mrs Karen Daly	Cleaner

## Home School Agreement

At Kents Hill Park, we believe that to enable our pupils to gain the highest levels of success we must work together to achieve the following aims and responsibilities.

### The School

Kents Hill Park School will:

1. provide a safe, caring and supportive environment in which every pupil can achieve-their full potential both academically and personally;
2. ensure the highest quality of teaching and learning;
3. provide an education based on high expectations and a balanced, stimulating and well-taught curriculum to meet the needs of individual pupils;
4. achieve high standards of work and behaviour supported by building good relationships and developing a sense of responsibility;
5. keep parents informed about progress, and behaviour in school and other school related matters;
6. be welcoming to parents, listen to views and opinions and offer opportunities for parents to become involved in school life;
7. ensure that all pupils observe the school's required Attitudes for Learning, Anti-Bullying and other policies;
8. challenge pupils by offering them a range of activities both within and outside of the classroom.



**Mr James Pilgrim**

Headteacher



## Parent/Carer

As a parent/carer I agree to:

1. take an active interest in all aspects of my child's learning at Kents Hill Park;
2. encourage my child to achieve their best;
3. ensure that my child meets homework deadlines by checking their Homework Log;
4. read regularly with my child and record this in their reading journal;
5. support the school's action if my child does not comply with the school's required Attitudes for Learning and other school policies;
6. ensure that my child wears correct school uniform at all times as referred to in the school's Uniform Policy;
7. ensure that my child attends school regularly and is punctual;
8. attend appropriate meetings to discuss my child's welfare and progress;
9. join with the school in celebration of success;
10. not to book holidays in term time;
11. contact the school to discuss any circumstances that may affect my child's behaviour or attitude;
12. behave in an adult and professional manner during contact with staff.

## Pupils

As a pupil I will:

1. attend school regularly, on time, in the correct uniform;
2. show care, courtesy and consideration to all members of our school community;
3. work hard and make the most of opportunities available to me;
4. show a responsibility for my own learning through self-motivation;
5. make a valuable contribution to my school, take pride in its success and promote Kents Hill Park School within the community;
6. abide by the use of school internet regulations;
7. share responsibility for the school environment, respecting the open access provided by showing socially responsible behaviour;
8. ensure that my behaviour on the journey to and from school is of the highest possible standard and to alert Kents Hill Park staff to any problems should they arise;

9. always try my best, even when I find things difficult.

## Pupil Acceptable ICT Use Agreement

- I will be responsible for my personal use of ICT systems in school, including the Internet, email, digital video or mobile technologies, and I will use them in a way that is appropriate for my education.
- I will not download or install software on school equipment.
- I will only access the areas of the school network and Virtual Learning Platform (VLE) that my own user name and password gives me authorised access to.
- I will not reveal my password(s) to anyone and will ask that my password(s) be reset if I forget it or suspect someone else knows it.
- I will only use my school email address for activities related to school or for communicating with school staff.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will make sure that all my electronic communication is appropriate and sensible.
- I will be responsible for my behaviour when using the Internet and email. This includes the resources I access and the language I use. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I am unsure if a site is suitable, I will immediately ask my teacher.
- If I accidentally come across inappropriate material on the Internet I will report it immediately to a member of staff.
- I will ask a teacher before I print out any information from the Internet and will make sure I know the number of pages being printed before I do.
- I will always keep my personal details private and will not give out any personal information such as name or contact details to anyone outside of the school.
- I understand that images and video of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed or shared outside the school network without the express permission of both the person(s) concerned and data protection officer.

- I understand that items such as memory pens must only contain school related information, documents and data. No images or software should be installed from outside of school.
- I will not copy or plagiarise another pupil's or teacher's work and convey this as my own work.
- I will not pass on any documents or images to third party users.
- I will not use the school's ICT equipment or systems to bully, intimidate, harass or victimise another pupil or member of staff.
- I will ensure that my online activity, both in school and outside school, will not cause the school, staff, pupils or others upset or bring the school into disrepute.
- I will respect copyright and privacy laws at all times and will not make use of ICT facilities to plagiarise other people's work as if it was my own.
- I will not attempt to bypass network security or the Internet filtering system.
- I understand that all my use of school equipment, printing, Internet and email can be monitored and logged and can be made available to teachers in school.
- I understand that this agreement is designed to ensure safe practices and to protect school facilities for the use of all pupils and staff and that if the terms are not followed, school sanctions will be applied and my parent/guardian will be contacted.

## Attendance

All Foundation, Years 1, 2 and 3 pupils should arrive at school at 8.25am ready for registration to begin at 8.35am.

All Years 4, 5 and 6 pupils should arrive at school at 8.35am ready for registration to begin at 8.45am.

If your child is unable to attend school, it is vital that you call the absence line no later than 8.25am on 01908 533290, **select the Primary School option and then option 1** for absence.

Please leave a clear message detailing your child's name, class and reason for absence.

If your child is unwell and this leads to a longer absence of three school days or more, you will be asked to provide a medical note from your Doctor. Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Parents are advised, where possible, to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. Parents must show the appointment card to the school office.

It is essential that parents:

- Ensure that children leave for school on time every day.
- Provide the school with an explanation for their child's absence from school.
- Do not take children out of school in term time. Medical and dental appointments should be made outside of school hours and family holidays should not be taken in term time.
- Notify the school as soon as problems arise with your child's attendance.

For further information, please refer to our [Attendance Policy](#)

## Behaviour Expectations

Kents Hill Park School is a centre of educational excellence, committed to providing the best educational experience for every pupil. Each member of the Kents Hill Park School community has the right, and responsibility, to ensure that the values of respect and courtesy are maintained.

At Kents Hill Park School, we have very high expectations of all our pupils. We have two simple rules, 'work hard' and 'be kind'. By following these, we show respect to others and this means everyone can focus on the reason we are in school - to learn. The children are taught that we are all responsible for the choices we make and must think about the consequences of our actions. By doing so, it helps us grow as individuals and helps us to be successful learners.

Kents Hill Park School is built upon mutual respect and good manners. We address staff by their title and surname. We say "thank you". We say "excuse me". We say "please". We



smile when we greet people, both inside and outside school. Manners lay at the heart of everything we do. Each week we have a manners focus, as part of our curriculum, which develops a different social skill.

Each Key Stage has a specific reward system appropriate to the age and level of development of the children. Classrooms display a 'Choices Ladder' - a visual and fluid system that encourages children to monitor and regulate their behaviour choices. Children start the day with their name on 'Ready to Learn' and move up or down the ladder during the day, dependent on behaviour choices. The children are able to enjoy a number of rewards for positive choices.

If a child is on one of the positive behaviour cards and begins to lose focus / make negative behaviour choices, their peg is moved down to 'Think about it' if they do not respond to verbal reminders. This gives them the opportunity to reflect and change their behaviour. Consequences are logical and proportionate to the age of the child and the seriousness of the negative behaviour. Negative behaviour is viewed as a teaching opportunity which should reinforce the high expectations of the school and support the spiritual, moral, social and cultural development of the child.

The 'Choices Ladder' allows celebration of positive behaviour choices on a daily basis. A weekly assembly is also held to celebrate success and award 'Super Stars', 'Marvellous Manners' and 'Reading Rocket' certificates.

A culture of high expectations and a range of positive consequences support children in developing their Attitudes for Learning. Explicitly teaching pupils how to develop the required Attitudes for Learning is at the heart of our classroom practice and is the responsibility of everyone. We work collaboratively with parents and carers to ensure all children can reach their full potential. Communication between home and school is key for this to be successful.

Please refer to the Expectations for Excellence [here](#) for further details.

## Uniform and Equipment Policy – Primary

At Kents Hill Park School we think it is important that our pupils wear school uniform from Nursery to Year 11 and in accepting a place for your child at the school you agree to support us fully in this matter.

This is because:

- School uniform helps to create a sense of common identity, community and belonging.
- Pupils who take a pride in their uniform and wear it properly, present a good image of themselves, the school and their families.
- School uniform helps give the best possible impression of our school in the wider community.
- We strive for high standards of performance in our pupils and believe that a good standard of dress strengthens this aim.
- Non-branded items of our school uniform are available from a variety of outlets at a range of prices. This means pupils are not identified by parental income or background.
- The uniform code applies on journeys to and from school as well as in school. A high standard of personal appearance is expected of all pupils; these standards should be maintained and are regarded by everyone at Kents Hill Park School as very important.

## Pupil's Main Uniform – Foundation, Years 1-5

All items of uniform, including coats, should be clearly named in a manner that should not wash off after a period of time.

- Sensible flat black shoes (no: logos/branding, boots, trainers, trainer type shoes, canvas shoes/pumps or similar are allowed). Pupils are welcome to wear walking boots/wellington boots to/from school in extreme weather events and change into their normal school shoes once on site.
- Plain white polo shirt that is long enough to be tucked in (available with Kents Hill Park School logo from Maisies).



- Black tailored trousers or shorts (not tight or lycra) with plain black, grey or white ankle length socks (no patterns, no trainer socks, no knee length socks or logos).
- Trousers, shorts and skirts must be worn around the waist.
- Black knee length A-line skirt or charcoal grey knee length A-line pinafore dress (not pencil, mini or tight) with plain black or grey tights or socks NOT both (no patterns, no trainer socks, no knee length socks or logos).
- Skirts must be worn to the knee and must not be rolled up.
- Maroon cardigan or sweatshirt with Kents Hill Park School logo.
- A plain and discreet outside coat (darker is preferable) – no hoodies, denim or leather (outside coats are not to be worn inside the school buildings).
- Maroon fleece with Kents Hill Park School logo (optional) – for outdoor use only.
- Belts must be strictly functional – plain black.

## Summer Uniform – Foundation, Years 1-5

Summer uniform may be worn during the Summer Term and the first half of the Autumn Term (until October half term). All items of uniform should be clearly named in a manner that should not wash off after a period of time.

Main uniform with the option of:

- Maroon or red checked knee length summer dress with plain white knee or ankle height socks (no trainer socks or socks that go over the knee, no coloured patterns or logos).
- Black tailored shorts (not tight or lycra) with plain black ankle height socks (no patterns, no trainer socks, no knee length socks or logos).
- Shorts must be worn around the waist.
- Open toe sandals are not to be worn.

## Compulsory Items

- Book bag with Kents Hill Park School logo or a plain sturdy bag / rucksack (darker colours are preferable).
- Maroon PE drawstring bag with Kents Hill Park School logo.
- Reusable water bottle (water only)

## Additional Items (optional)

- Kents Hill Park School sun cap
- Kents Hill Park School water bottle

## Equipment

All pupils will be provided with a reading journal. These must always be brought into school. If the journal is lost or defaced a new one must be purchased via your Tucasi/SCOPAY account for £4.00.

## Jewellery and Body Art

- Pupils are encouraged to wear a wrist watch to help with punctuality and organisation. Smart watches and fitness trackers are not permitted to be worn at school.
- Pierced ears - one pair (one per ear) of either gold or silver small ball studs are permitted in the lower lobe of each ear. These will need to be removed by the individual for all PE lessons. No other styles or colours are permitted and will be confiscated and returned via Main Reception. Pupils are not permitted to wear stretchers, bars or spacers.
- Nose studs or other forms of body piercing are not allowed.
- The use of plasters to cover items of jewellery is not acceptable.
- No visible temporary tattoos are permitted. (Henna tattoos for religious purposes are permitted.)
- No rubber or plastic wrist bands or bracelets of any material are to be worn.
- No rings or necklaces are allowed.
- Items of religious jewellery must be discussed with the Headteacher.

## Make-up

- Pupils are not permitted to wear any form of make-up.
- False nails, nail varnish and nail art are not permitted.
- False eyelashes are not permitted.

## Hair

The school uniform policy specifically requires that hair should not be at the extremes of fashion.

- “Extreme” – not too short, nor too long, a “number 1” from the base of the neck is the minimum acceptable in terms of shortness. Skin fades are not permitted. Hair should be blended in with hair of other lengths.
- “Artwork” / lines on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted.
- Hair that is longer than shoulder length should be tied up. All hair should be tied up, rather than sections of hair.
- Hair, including braids, should be of a natural hair colour. Patterns and patterns depicting shapes and / or images for example hearts, stars etc are not permitted.
- Only clear hair beads will be permitted.
- Hair bands, hair ties, clips and head scarves should be strictly functional and plain maroon or black.
- School approved head coverings (turbans, jooras, patkas or head scarves) must be plain maroon, grey, black or white.

## PE Kit

All items of PE kit, including the PE bag, should be clearly named in a manner that should not wash off after a period of time.

No jewellery of any type may be worn in PE or Games lessons and taping over piercings will not be allowed. If a pupil is unable to remove their own earrings, they must be taken out before school on the day of PE lessons.

We strongly advise that valuable items are left at home. It is the responsibility of pupils to ensure that any valuable items are given to a member of staff at the start of the lesson.

## Compulsory PE Items

- Maroon PE drawstring bag with Kents Hill Park School logo
- Maroon shadow stripe shorts
- Round necked plain white T shirt

- Foundation, Year 1 and 2 - Black plimsolls (non-marking) or white-soled suitable trainers
- Year 3, 4, 5, 6 - White-soled suitable trainers
- A plain black tracksuit may be worn during the winter months for outdoor sports
- Black base layers can also be worn under school PE kit during the winter months
- Plain white / black socks – ankle height (no trainer socks)
- Shin pads with knee length black or maroon socks (Years 3-6)

We wish to treat all pupils with respect and to acknowledge that they are young people growing up. Therefore, they have a responsibility towards wearing our uniform properly. We appreciate parents' support in ensuring children arrive at school in the correct uniform and fully equipped for lessons.

## Clothing Supplier

Maisies is the named outfitters.

[www.maisies-superstore.co.uk](http://www.maisies-superstore.co.uk) Telephone: 01908 313313

They also have a store: 60/64 Church Street, Wolverton, MK12 5JW

## Pre-loved Uniform

We have a selection of pre-loved uniform available for pupils.

If you would like to request any pre-loved uniform, please email

[primary@kentshillpark.school](mailto:primary@kentshillpark.school) to make an appointment.

## Hot Lunches

Parents can order and pay for hot school lunches using the online Innovate ordering system. Further information about school meal ordering is available [on the school website](#).

You can also access information about how to inform school and Innovate about any allergies etc.

Please note it is extremely important that you inform school **and** our caterers directly of any allergies/intolerances that your child has using the email addresses provided, should



you wish to order school lunches. Our caterers can provide appropriate meals in line with their internal policies and procedures.

Orders must be completed by the preceding Saturday for the following full week of hot lunch orders.

**All children are required to bring a packed lunch from Wednesday 3<sup>rd</sup> September to Friday 5<sup>th</sup> September.**

**Hot lunches can be ordered for Monday 8<sup>th</sup> September onwards. Orders need to be placed via the Innovate ordering system by midnight on Saturday 6<sup>th</sup> September.**

## Free School Meals and Pupil Premium

In addition to the Universal Infant Free School Meals initiative, the Government operates a free school meal system to support children from lower income families. Pupil Premium is a funding scheme which allows schools to access additional funding linked to the number of children claiming free school meals (FSM). Please see the qualifying criteria below.

It is, therefore, vital that parents who qualify for FSM apply even if they do not wish to take up the offer of a free school meal.

You can apply for Free School Meals via the link

<https://www.cloudforedu.org.uk/ofsm/sims/>

Make sure you select Kents Hill Park School on your application.

You can also find more details [on the school website](#).

## Qualifying Criteria for Free School Meals

You may qualify for FSM if you are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (not contribution based JSA)
- Income-related Employment and Support Allowance
- Guaranteed element of Pension Credit

- Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues and Customs) Please note, anyone receiving Working Tax Credit, regardless of income, will not qualify for free school meals.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you receive).
- National Asylum Seekers Support (NASS)

Please refer to the Milton Keynes Council website for up to date eligibility as this criteria can change.

[MK Council FSM Information](#)

## Water Bottles and a Healthy Snack for Break

Every child should bring a reusable water bottle to school, labelled with their name. These should only hold water, no squash please. Snacks brought in for break time should be a healthy choice, e.g. vegetables, fruit. If your child brings in an unhealthy snack they will be asked to return it to their bag.

## Lunchtime Food Brought from Home

What parents choose to pack in their child's lunchbox is a personal choice, however we do ask that children are not sent into school with any form of sweets or extra-large chocolate bars / bags of crisps. Children will be asked to return such items to their lunchbox to take home.

If your child has ordered a hot dinner then they do not need to bring any extra food into the hall with them. We will ask any extra food to be returned to their bag to take home.

## Nut Free School

At Kents Hill Park School we strive to provide a safe learning environment for all pupils. As the school community grows in size, it is important to be aware that we have children attending our school that suffer from severe allergies. We are therefore a 'Nut Free School' and appreciate your full cooperation with this.



If someone has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock, which can be fatal. Staff in the school are trained in first aid to use prescribed Epi-pens (an injection of adrenalin) which is required immediately if this happens.

Since this condition can be life threatening, we are asking all members of the school community for their help in minimising the risk to these children by not allowing nuts into school in any form. To do this, we ask that you:

- Avoid giving children nuts or nut products in their packed lunches (e.g. peanut butter)
- Avoid using chocolate spread in your child's lunch as staff cannot tell if this may be a chocolate nut spread such as Nutella
- Avoid giving nuts or nut products or snacks/bars containing nuts for break time snacks (e.g. cereal bars)
- Avoid supplying the school with cakes or food items containing nuts for birthday celebrations, sales or events
- Avoid sending containers such as cereal boxes for DT and Art lessons / junk modelling into school which may have contained produce made with nuts.

We acknowledge that many foods are labelled as 'may have been produced in a factory handling nuts and cannot be guaranteed to be nut free'. Such items will be allowed in school as the warning applies to many factory- produced foods, however the real risk is minimal.

## **Bringing in things from home**

Children can bring in things from home to hand out, for example birthday treats and invitations. We ask that anything edible that is brought in should be in sealed packaging (ensuring it does not contain nuts). If what is brought in contains nuts or cannot be handed out individually in sealed packaging (e.g. a birthday cake), we will return it to parents / carers at the end of the day.

## Library Books and Reading Scheme Books

Your child will bring home a new library book every week as well as reading scheme books. Before they do, we ask you to complete the acknowledgement of responsibility on the permissions record. We hope you will encourage your child to read and enjoy these books.

If any school book is lost or damaged, a charge will be made to cover the cost of a replacement book via your Tucasi/SCOPAY account. The charge is £5 for a RWI book, £7 for a paperback and £10 for a hardback book.

## School Car Park Safety and Drop Off

We ask that parents and carers are patient and take care when using the car park to ensure the safety of everyone. As adults, we act as role models for all children and by acting positively and respectfully towards one another we set an important example.

### Using the car park as a driver

- When driving into the car park, please approach the entrance slowly and turn in with care. There are always lots of little people and their adults using the zebra crossing.
- Cars should not stop in the car park to drop off. All drivers must park in a space.
- The loading bay should not be used as a drop off space. This space is for our school minibus or any morning deliveries.
- If a member of school staff speaks to you about where you have parked your car or for any other reason, please show them politeness and respect. They are doing their best to keep everyone safe.

### Disabled Parking Bays

Our school car park has six disabled bays. Please can we remind all parents and carers that these parking bays should only be used by blue badge holders.

### Using the car park as a pedestrian



- Please walk down the paths on either side of the car park. Pedestrians should not be walking on the road. Cars are coming in and out, as well as reversing, and we want everyone to arrive safely.
- Zebra crossings should always be used to cross the car park. The car park should not be crossed at any other point.

### Pupil Drop Off

- If your child is in Foundation, Years 1, 2, 3, 4 or 5, adults should walk their child/ren to their entrance point and wait with them. Your child continues to be in your care until the school doors open at 8.25am and they walk into the school building.
- Only Year 6 children can enter school independently.

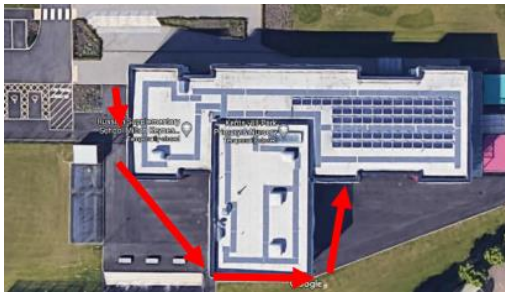
### Bikes and Scooters

We encourage as many families to walk, scoot or cycle to school. We ask that bikes and scooters are dismounted and pushed as soon as you come off the redway path and enter the school site. Bikes and scooters should be pushed to the path at the end of the day.

### Dogs

We kindly ask that dogs are not brought onto the school site, with the exception of guide dogs.

## Entering and Exiting the School

<b>Year 1</b>	
<p><b>Door open – 8.25-8.35am / 3.05pm</b>  <b>Entrance / Exit – Year 1 external classroom door</b></p> <p><b>How do I get there?</b>  Walk through Key Stage 2 playground gates, across the playground then around hall. You will then see the Year 1 classroom external door.</p> <p>Use this link to see a video of the route –  <a href="https://youtu.be/ehAprzxXrkw">https://youtu.be/ehAprzxXrkw</a></p>	
<b>Year 2</b>	

**Door open – 8.25-8.35am / 3.05pm**  
**Entrance / Exit – Year 2 external classroom door**

**How do I get there?**

Walk past the front of the school. You will see the Year 2 classroom external door after the school office.

Use this link to see a video of the route –  
[https://youtu.be/YFO\\_euhpSnA](https://youtu.be/YFO_euhpSnA)



**Years 3**

**Door open – 8.25-8.35am / 3.05pm**  
**Entrance / Exit – Key Stage Two playground door**

**How do I get there?**

Walk through Key Stage 2 playground gates and into Key Stage 2 playground doors.

Use this link to see a video of the route –  
<https://youtu.be/vmCx5ulHBAA>



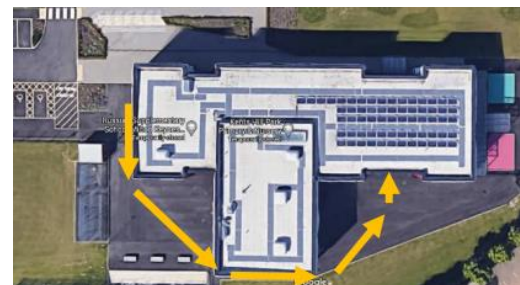
**Year 4**

**Door open – 8.35-8.45am / 3.15pm**  
**Entrance / Exit – Key Stage One playground door**

**How do I get there?**

Walk through Key Stage 2 playground gates, across the playground then around hall. You will then see the Key Stage One playground doors.

Use this link to see a video of the route –  
<https://youtu.be/cYUJNUMHNo8>



**Year 5**

**Door open – 8.35-8.45am / 3.15pm**  
**Entrance / Exit – Key Stage One playground door**

**How do I get there?**

Walk through Key Stage 2 playground gates and into Key Stage 2 playground doors.

Use this link to see a video of the route –  
<https://youtu.be/vmCx5ulHBAA>



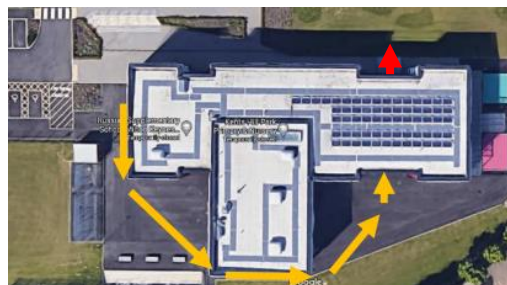
**Year 6**

**Door open – 8.35-8.45am**  
**Entrance - Key Stage One playground door**  
**(orange arrow)**

**How do I get there?**

Walk through Key Stage 2 playground gates, across the playground then around hall. You will then see the

Key Stage One playground doors.



Use this link to see a video of the route –

<https://youtu.be/cYUJNUmHNo8>

**Door open – 3.15pm**  
**Exit – Exit door on front of school (red arrow)**

**How do I get there?**

Walk past the school office and turn right once past the Year 2 classroom

- A staff member will be on duty at the playground gates and at each entry point from 8.25am until 8.45am.
- Entry for Years 1, 2 and 3 will close at 8.35am – children who arrive after this point are late and are required to be escorted by their adult to the school office to be signed in.
- Entry for Year 4, 5 and 6 will close at 8.45am – children who arrive after this point are late and are required to be escorted by their adult to the school office to be signed in.
- Children in Year 4, 5 and 6 will not be allowed into the school building until 8.35am – please do not arrive before this time.
- The playground gate will be locked at 8.45am.
- If your child is being collected by another adult after school, this needs to be communicated to the school office by you via email (please see our collection procedure below for further information).
- Adults should walk their child to their entrance point. Your child continues to be in your care until they walk through the school door.
- Year 6 children can enter school independently.
- Please follow the car park guidance further down to ensure it is used safely by everyone.

### **Trim Trail, MUGA and Field**

We ask that the trim trail, MUGA and field are not used by the children before or after school and that everyone leaves the school site promptly at the end of the day. There is no school adult supervision at these times and we want to keep everyone safe. Once your child has left the building, they are the responsibility of parents / carers.

## **Collection of Children**

For reasons of safety, at the end of the school day we will only hand your child over to yourselves or another authorised person. With this in mind, please ensure you complete and return the permissions record, detailing all those persons who have your permission to collect your child on a regular basis. Anyone named on this list must be aged 16 or over.

Staff may ask adults for ID to prove their age or identity. If a staff member is ever unsure about the adult picking up a child, they will make contact with the child's parent/carer via telephone before the child is allowed to leave the school site.

A copy of this information will be held in each class to ensure that only authorised persons are taking your child home.

### **Adult ON the Permission List is collecting your child**

- If someone different is going to pick up your child/ren and they are on the Permission List, parents are to email the office by 2pm with the adult's full name.
- The email has to be from one of the primary contact email addresses we have on the system.
- Parents/carers are to ALWAYS contact the office via email – this information is not be passed through the staff member on duty in the morning.
- If the staff member has not met the adult before, they will ask for ID as well as the password.

### **Adult NOT on the list**

- If someone different is going to pick up your child/ren and they are not on the Permission List, parents are to email the office by 2pm with the adult's full name.
- The email has to be from one of the primary contact email addresses we have on the system.

- Parents/carers are to ALWAYS contact the office via email – this information is not be passed through the staff member on duty in the morning.
- The office will then reply with a password for the new adult to say to the staff member on the exit door.
- If the staff member has not met the adult before, they will ask for ID as well as the password.

### **Late Collection of Pupils**

Please refer to our school policy regarding the late collection of pupils and associated processes and charges.

[Late Collection Policy](#)

It is essential that children are collected on time at the end of each school day.

### **Extra-curricular Activities**

We offer after school clubs that are aimed at the interests of the children on set nights of the week each half term. These run from 3.05pm - 4.05pm and can be booked in half termly blocks costing £3 per week (via your TUCASI account).

The children will also be invited to represent the school in the wider community at a range of sports festivals and fixtures hosted by schools in Milton Keynes.

### **Wrap-around School Childcare Provision**

Premier Education offer wrap-around care for pupils at Kents Hill Park Primary School.

This provision is available for our Foundation pupils from Monday 22<sup>nd</sup> September 2025.

#### **Premier Education**

Premier Education have been successfully delivering high quality provision in primary schools across the country for 20 years including physical education, holiday club care and extra-curricular sessions in sport and non-sporting activities.

Since 2016 Premier Education has also been running wraparound care. Our vision for an enhanced “healthy active” provision, along with the easy customer journey for parents,



means more and more schools are choosing Premier Education as their wraparound care provider.

Our promise is an outstanding, safe, secure, and fun environment that children and parents can trust.

Premier Wraparound will bring the following:

- Access to a wider range of activities for children
- A varied food menu in line with the school food standards
- A simple online bookings system where parents book and receive instant email confirmation to easily track any bookings and reduce administration
- A fully responsive support team who will be ready to take any calls, queries and reply to emails with a quick turn around
- Bookings available up to 30 minutes before the session in case of any last-minute changes of plan
- No questions asked refunds for missed session with our 'flexi bookings' option

Our provision starts at 7.30am and ends at 6.00pm, providing huge flexibility, especially for our working families. Places are open to children who attend Kents Hill Park Primary School in Foundation to Year 6.

### **Wraparound care**

Our wraparound care is based on a home from home setting where children can kick off their shoes and relax at the end of the school day.

With a variety of activities for our children to access throughout the session, there is always something to do or play with. We have a range of building blocks and creative stations for drawing, colouring, and painting. We also have a wide range of board games for children to play which helps build their confidence and team spirit. Movie night is always exciting, watching a film on the big screen with popcorn. When the weather allows us, we play outside.

We aren't just a wraparound club but a family to all children who attend whether that be every day or on an ad-hoc basis.



### **Breakfast Club**

Breakfast Club runs from 7:30am each morning. The children are offered a breakfast consisting of cereals, toast and spreads with juice or water to drink. We have a range of stimulating activities available to the children. At 8:30am children are then taken to their classes by the Premier staff ready to begin their learning.

7:30am – 8:30am £5.70 per booking per day

### **After School Club**

After School Club runs from the end of the school day until 6pm. Children are offered a light snack on arrival around 3:45pm and a meal such as fajitas, pasta or curry and rice is offered at 5:20pm. Our experienced staff provide a wide range of creative themed activities for your children to enjoy from arts and crafts, team and board games, puzzles, computing activities and even a movie night where children can kick off their shoes and relax.

End of school day to 4:30pm – £9.75 per day

End of school day to 6:00pm – £14.65 per day

4:05pm (following KHP after school club) to 6:00pm – £11.95 per day

### **Booking at Premier Wraparound**

Booking and payments are made through the [Premier Education website](#)

### **Contact information:**

Office email: [mkoffice@premier-education.com](mailto:mkoffice@premier-education.com)

Setting contact number: 01908 299233

## **School Communications via email**

In order to help save the environment, reduce printing costs and be as efficient as possible, we send the majority of our correspondence home by email using the Tucasi system. Please do not unsubscribe from these messages on Tucasi/SCOPAY as that means you will not receive important communications.

In order to make the system effective, we need to have an up-to-date email address for you. If your email address or telephone contact details change, it is vital that you update the school with your new address. We send emails to more than one contact as long as each of the contacts has parental responsibility. Please ensure you provide us with up to date email addresses for both parents if this is the case. Please check your junk mailbox to ensure that any emails from the school do not end up in there.

## **Social Media**

Kents Hill Park School has its own social media pages. Please follow us on Facebook, X (formerly Twitter) and Instagram to hear about the fantastic things the pupils get up to during the school week. We can be found by searching 'Kents Hill Park School' on Facebook, X (formerly Twitter) and Instagram.

## **SIMS Parent Lite**

To ensure that we are able to collect, manage and process key information about your child we use an application called SIMS Parent Lite. This application enables you to view and update information we hold about you or your child in a straightforward and convenient manner.

In the first week of the new term, you will receive an email from the school inviting you to join SIMS Parent Lite. The easiest way to do this is to download the app from your smartphone or tablet's app store, but a browser version is also available.

Initially, the school will ask you to review your contact details as well as your child's cultural information, dietary needs, medical details, and parental consent. Periodically we will ask you to review your child's and your own personal details to ensure that they are accurate.

## TUCASI – Making Online Payments to the School

TUCASI - School Cash Office (SCOPAY) is our electronic payment provider system which enables parents/carers to make payments for trips, activities etc. online, either via a PC or mobile device.

The benefits of online payments include:

- Making payments at your convenience as the system is available 24/7;
- One payment can be made to cover multiple items and multiple family members at the school;
- Payments are made securely;
- Refunds are made directly back to the credit or debit card used to make the payment;
- Keeping track of payments already made and payments outstanding;
- Users can book clubs, provide trip consent and other information at the same time as making payments;
- Administratively efficient for the school, reducing costs to maximise funds available for educational supplies and services.

We will send you further information including how to set up your online payments account shortly after you join us.

## Photograph Policy - Primary

Kents Hill Park School part of Kingsbridge Educational Trust (The Trust) is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The Trust will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed.



Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences using the attached form. If no preferences are expressed then we will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

## Photographs for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus or social media posts, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

## Social Media Use

- The school has its own Facebook, X (formerly Twitter) and Instagram pages and will share photos of the pupil's learning and achievements on these platforms.

## Media Use

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media

presence. If no objection is received, then the school will assume that unnamed photographs may be published.

- If the Media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

## Family Photographs at School Events

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the Academy decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

I understand that the school will try to take my preferences into account but that the school must comply with Data Protection Act 2018 which will give my child rights in his/her own data when he/she has adequate capacity and understanding to make decisions about the publication of his/her photographs for him/herself.

## Privacy Notice for Pupils

This letter might be difficult for you to understand. You can ask your parents or another adult to help you understand it. It is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

## Who we are

You already know that your school is called Kents Hill Park School and that it is part of the Academy Trust called Kingsbridge Educational Trust, but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller. The postal address of the Academy



Trust is Kents Hill Park School, Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ.

If you want to contact us about your personal information you can contact our Data Protection Officer [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com). You can speak to him/her in school or you can leave a letter at reception or send one by post.

## How we use pupil information

Kents Hill Park School collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support your learning
- monitor and report on their progress
- provide appropriate care for you; and
- assess the quality of our services
- to comply with the law about sharing personal data

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We will also use photographs of you. More details about this are in our photograph policy.

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any

time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be if we are involved in activities which are not really part of our job as an Academy Trust/School but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you/your parents to provide it and whether there is a legal requirement on the school/academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact Pupil Services at the school.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

## **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 [National pupil database: user guide and supporting information - GOV.UK](#).

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>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular when a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to (including but not exhaustive):

- Your new school if you move schools
- Disclosures connected with SEN support – e.g. non-LA professionals
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- MyMaths
- Twinkl
- SIMS (Capita)
- Final Site (School Website)
- Microsoft (O365)
- Google (GSuite)
- MyConcern
- Tucast/SCOPAY

- SISRA
- Classcharts
- Accelerated Reader
- Impact Foods (Catering Provider)
- Edukey

The information disclosed to these people/services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we won't need their consent if you can give it but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lives abroad or if

you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information.

As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

## How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school.

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Combined Data Protection and Freedom of Information (FOI) Policy.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint, then you can complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

**All policies within this booklet will be reviewed on an annual basis.**





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🌐 [www.kentshillpark.school](http://www.kentshillpark.school)

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