



Kenningtons Primary Academy

Parent Handbook

2026 - 2027

Helping children to get better and better at everything they do

Welcome to Kenningtons Primary Academy

We hope you will find this handbook useful. It covers most of the general questions that parents usually ask us about. School Policies and Procedures can be found on the school website at the following link:

<https://www.kenningtonsprimaryacademy.co.uk/statutory-information/statutory-policies>

However, if there is other information you need, please contact us. We look forward to working with you and making sure that together, we do the best for your child during their time at Kenningtons Primary Academy.

If you need to contact us:

Tamar Drive, Aveley, Essex RM15 4NB

Telephone: 01708 865663

Email: enquiries@kenningtons.thurrock.sch.uk

Website: www.kenningtonsprimaryacademy.co.uk

Staff List

A full staff list can be found on our website

Term & Holiday Dates

Dates can be found on our website

Information about the school

Type of school:	Primary Academy
Age range of pupils:	3 to 11 years
Number on roll:	30 Nursery 420 Reception – Year 6
Gender of pupils:	Mixed
Appropriate authority:	Kenningtons Primary Academy Governing Body
Headteacher:	Mrs Jo Sawtell-Haynes

School Session Times

Nursery	8:45am – 11:45am. LUNCH. 12:30pm – 3:30pm
Reception	8.45am – 11:50am. LUNCH. 12.50pm – 3:15pm
KS1	8:45am – 11:50am. LUNCH. 12:50pm - 3:15pm
KS2	8.45am – 11:55am. LUNCH. 12.50pm – 3:15pm

8.45am. The School Day Starts. Duty staff are stationed at the entry doors into the school to admit the children into the school building. Parents/Carers are not permitted to enter the building but may pass written notes to the Duty Staff member for the Class Teacher.

8.55am. The Doors are Closed. Duty Staff will close and secure the doors at this time. Any pupils who arrive after this time are considered to be late and will be directed to the School Office where their dinner requests will be taken and then will be taken safely to their classrooms.

8.55am. Morning Registers are taken electronically and are open for 30 minutes. If a child arrives in school after the Registers have closed, this will be class as an Unauthorised Absence.

12.55pm. Afternoon Registers are taken electronically. Pupils arriving for the afternoon school session must be in school by 12.50pm. Arriving later than this will result in a late mark.

3.15pm. The school day ends

Kenningtons Primary Academy Values

At Kenningtons Primary Academy, we believe that every child is an individual. All members of our school community should work collaboratively to:

- Have high standards for excellent achievement
- Embrace and adapt to change
- Ensure everyone's needs are met
- Support pupils to attend school everyday
- Ensure everyone has the right to be safe
- Enjoy learning through different experiences, have a range of opportunities and experience success
- Demonstrate respect for one another, our environment and ourselves
- Celebrate what makes us different and the same
- Have the skills and knowledge to be healthy in mind and body

Through all of the above, members of our school community will aspire to make ambitious choices about their future.

ParentMail

It is very important that all parents are registered with ParentMail.

School Letters, Newsletters (sent every 2 weeks), Learning Overviews (sent termly) and Event Invitations are all issued via ParentMail. Please note that the Newsletters and Learning Overviews can also be found on the School Website.

You must also pay for School Trips, School Dinners, Wrap Around Care and any other expenses via ParentMail.

Parental Consent regarding School Trips and booking appointments for Parents' Day are all made via ParentMail.

It is a parental responsibility to check ParentMail regularly. It is possible to access ParentMail from a computer or from a mobile phone via the ParentMail app. Parents may access ParentMail from the computers in the School Office if they do not have the facilities to do so from home. Please speak to the School Office if you have trouble accessing or using the site.

Communication with the school

Our primary means of communicating with parents is the use of ParentMail as noted above. On rare occasions (such as the need for parents to complete a reply slip) a letter may be sent home in a pupil's book bag.

We ask that important communications from parents, for example absence notifications, changes to contact details or parental concerns are put in writing in a letter or emailed to the school address: enquiries@kenningtons.thurrock.sch.uk. This avoids confusion and enables a record of communication to be kept in the pupil file. Please refer to the contact tree on our school website for the correct person to address your query to.

Formal communications from the school are sent via Recorded Delivery and must be signed for on receipt. This is for the school and parent's protection as evidence that formal communications have been sent and received. Please ensure you visit your local Post Office in good time if you receive a 'missed delivery' notification.

Attendance

"Improving attendance is everyone's business" (*working together to improve school attendance. DfE 2024*). We will maintain a whole school culture that promotes the benefits of good attendance. We set high attendance expectations for every pupil. We will work with families to identify barriers to attendance and signpost / offer support as necessary.

Punctuality

We expect pupils to arrive at school in good time for the morning and afternoon sessions.

There will be a member of staff at the entry doors to admit children into the school from 8:45am. Parents are not permitted to accompany children into the school building. Any notes for class teachers should be written down and passed to the member of staff on the door.

We do our best to make sure the school is secure and therefore external doors are locked at 8.55am. If you arrive after this time, please report to the Main Reception to register your child.

Pupils who arrive after 10.30am should bring a packed lunch unless a meal has been ordered for them. You may order a meal for your child by telephoning the school if you know your child is going to be late.

Collecting pupils during the school day

If for any reason you need to collect your child during the teaching sessions, please contact the School Office beforehand to inform the school. Please come to the Main Reception where your child will be waiting and you will need to complete the signing out sheet. If your child is retuning, please bring them back to the Main Reception where you will be asked to sign your child back in.

So that this works well for everyone, please inform us in advance, giving us the time and reason, you will be collecting your child.

The school requests that parents avoid making routine appointments during school time as this can be disruptive. Where this is unavoidable, please provide the appointment letter or card to be photocopied for the pupil's file.

It is not permissible to collect children early on a Friday afternoon without written evidence of a doctor's appointment.

Absence

We use Study Bugs as a means for you to communicate your Child's absence due to illness. If you haven't already, please download the free Study Bugs app or register on the Study Bugs website and use it to tell us whenever your child is ill and unable to attend school.

[Get the app or register now https://studybugs.com/about/parents](https://studybugs.com/about/parents)

Top 3 reasons to use Studybugs

1. It's integrated with our systems so we know right away if your child is unaccounted for.
2. It's quick and easy to register and use and automatically reminds you to keep us posted.

3. You'll be helping the NHS and other public health organisations [improve children's health](#).

It is the school procedure to contact parents if we have not heard from you by 10.00am on the first day of absence. An additional call may occur if there was no response to our first call.

You will be aware that we are required by the Government to keep a list of all absences and the reasons for them. It is essential, when your child returns to school, you provide a written note or email explaining the reason for the absence. If we do not receive a note, under national regulations the absence will be unauthorised.

Parents are also asked to keep children at home for 48 hours (2 days) following the last bout of sickness or diarrhoea, as per guidance from the Public Health England (PHE) Organisation. This is to minimise infection.

Holidays during term time

The Governing Body has decided that all holiday taken during term time will be an unauthorised absence.

Please note that the school is legally obligated to report periods of unauthorised absence to Thurrock Council who may issue charges and / or refer the matter to the Local Authority Education Welfare Officer if there are any ongoing issues.

Admissions to the school

Pupils are admitted into Reception in September. All admission applications are processed by Thurrock Council. As an Academy we have our own Admissions Policy which can be found on the school's website. All admission appeals are processed by Thurrock Council. In-year admissions are also processed by Thurrock Council.

Content and organisation of the curriculum

The curriculum is organised to meet the national requirements for:

- The Early Years Foundation Stage (under-fives)
- Key Stage 1 (aged five to seven years)
- Key Stage 2 (aged eight to eleven)

Pupils in the Early Years Foundation Stage follow the nationally expected six areas of learning:

- Personal, social and emotional development
- Physical development
- Communication and language
- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

From Year One all pupils follow a modified version of the National Curriculum and study Religious Education. The subjects are:

- National Curriculum core subjects: English, Mathematics, Science and Computing.
- National Curriculum Foundation Subjects: Art, Design and Technology, Geography, History, Music, Physical Education.
- Religious Education is provided in line with the Thurrock-agreed RE syllabus that is broadly Christian in nature, but includes the study of other world faiths.

Concerns and Complaints

Although we aim to do our best for your child, sometimes you may feel we get things wrong. We aim to rectify any issues or concerns as quickly as possible. Often it is best to express your concerns in an informal manner by speaking first with your child's classteacher or the School Office. In the event this does not solve the problem, the school's Complaints Procedure should be actioned. The Complaints Procedure can be accessed on the school website or in hard copy from the School Office.

Parents should bear in mind that while sometimes they may not agree with decisions made by the school, providing these actions comply with school policy and the relevant legislation, then this would not be grounds for a complaint.

If parents wish to escalate a complaint to the formal stage following an informal discussion, it is important that parents state which aspects of policy or legislation they feel the school to be in breach of in their formal written complaint.

The school also asks parents to avoid voicing their concerns on social networking sites. Comments made here are often damaging to individual members of staff and the school.

Concerns regarding Child Protection

If you have any concerns regarding child protection, copies of the school Child Protection Policy are available on the school website and from the School Office. Jo Sawtell-Haynes (Headteacher) and Caroline Clarke (Deputy Headteacher) are the designated members of staff for Child Protection. In their absence, Jayne Shea (Academy Manager) and Tracey Dole (Pastoral Manager) have the appropriate Child Protection training. All staff receive refresher training every September.

The Prevent Duty

From 1 July 2015 all schools registered as early years' childcare providers and registered later years' childcare providers, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty. All staff receive annual Prevent training.

Homework and Reading

We believe that regular homework helps to reinforce key learning and supports long-term success. All pupils are expected to read at home at least four times a week, practise weekly spellings, and learn numerical facts appropriate to their year group (such as number bonds or times tables). Pupils in Reception and Year 1 also receive phonics packs to support their early reading development. These tasks are carefully designed to help children secure core knowledge, which in turn reduces cognitive load and allows them to access new learning more confidently in the classroom.

Our Merit System

The Merit System has been designed to encourage, reward and promote exemplary work and good behaviour. It has also been designed to give recognition to pupils who make a positive contribution to the school that may otherwise go unnoticed.

Number of merits required to achieve each level:

Bronze = 50 merits

Silver = 60 merits

Gold = 75 merits

There is more information on what merits are awarded for at the front of your child's Learning Log.

Special Educational Needs and Disability Needs

There are pupils whose needs vary from those of their peers and need additional support in order that they can fully access the curriculum. All children are carefully assessed in order that the school may meet these needs. This is always carried out in consultation with the carers/parents. The school is equipped to accommodate wheelchair users. **Mrs Thomas is the school SENDCo.**

Medicines in school

If your child requires prescribed medicines during the school day, an adult must bring the medicine to the School Office. Children who use inhalers will follow their individual asthma plans and their inhalers are kept in their classroom.

For long-term medication, that need to remain in school over time, we ask that they be labelled clearly with your child's name and requirements. No prescribed medicines will be administered to children if they are not clearly labelled. Medicines must be in their original packaging with your child's name on it. All medicines will be sent home at the end of each term. It is the responsibility of parents to ensure any medication brought into school is within its expiration date.

Care Plans: Children who have persistent medical conditions (e.g., diabetes, food allergies or the use of epi-pens) will require a care plan. These are written by the school in collaboration with Mrs Thomas (SENDCo).

First Aid in school

If your child is involved in a First Aid incident, you will be alerted by Medial Tracker via your email. If you receive a Medical Tracker notification, you do not need to contact the school as the school will contact you if necessary.

If your child has a plaster allergy, please provide your own plasters and bring them to the School Office, clearly labelled.

Daily collective worship and assembly

Assemblies are held for all KS1 and KS2 pupils and all children are expected to attend. It is your right to withdraw your child from the worship within these activities if you wish. In this case, please speak to the Headteacher so that alternative arrangements can be made.

Religious Education (RE) and Sex and Relationship Education (SRE)

Parents have the right to withdraw their child from RE and / or SRE education. Please advise the Headteacher in writing if you wish to do so. An overview of RE topics for the year is available on our School Website.

Sport

Physical education is an important part of the curriculum. Our pupils have the opportunity to enjoy and take part in many different types of physical activity such as gymnastics, competitive games and dance. These are chosen carefully to meet their age and experience.

Inter-house competitions take place, where parents / carers will be invited to one event annually. Children will be required to wear a t-shirt of the colour of their house. You will be informed of which house your child is when they start school.

Our houses are based on the names of historic local figures:

- Barrett (Blue) – Owned Belhus Manor
- Dacre (Red) – Last Owner of Belhus Manor
- Leonard (Green) – Owned Belhus Manor
- Warne (Yellow) – Lord of Kenningtons Manor

The school also offers inter school competition against different schools from the borough within Key Stages 1 and 2. We welcome parents to attend these events, where possible and to help with transport.

Dealing with any incidents of bullying or racism

Any allegations of bullying or racism are taken seriously. Incidents are investigated with the aim that matters should be resolved immediately. Tracey Dole (Pastoral Manager) is involved in dealing with any incidents of bullying.

The school has clear sanctions for dealing with any unacceptable behaviour, but may at times create a bespoke response based on professional judgement of senior members of staff.

The aim is always to stop the behaviour and, in some cases, repetitive punishment may not be the appropriate way of ensuring this.

Charging for school activities and educational visits

We do not impose a compulsory charge for activities during the school day, although we may ask for voluntary contributions for activities such as educational visits, visiting speakers and entertainers. The school always subsidises the cost of events such as educational visits and workshops. **Please refer to the School Website for our Charging and Remission Policy.**

We aim to provide activities that build on the subjects of the National Curriculum and are important to the pupils' experience. No pupil will be penalised if you cannot contribute, but if insufficient voluntary contributions are received, the activity may not go ahead.

If there is a specific reason you are unable to contribute and you would like to discuss this with the Headteacher, please feel free to make an appointment to do so.

Breakfast Club: Children can be dropped off anytime between 7.30 – 8.30am.

After-School Club: Is available after school from 3.15pm – 6pm.

Part-Session: 3.15-4.30pm, no supper provided.

Full Session: 3.15-6pm, supper provided.

Please refer to the School Website for charges.

Parents are only able to pay for trips, clubs and schools' dinner online through our ParentMail service once they have registered. This is a more effective way of making payments and also removes the need for permission slips to be returned to school if payment is made online. Cash payments are not permitted.

Charging for late collection

Under Section 457 of the Education Act 1996 and relevant Regulations, the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from the school within a reasonable time after the close of the school day or after school activity. Please refer to our Late Collection Policy and Charging, Refunds & Remissions Policy.

On the first and second late collection without reasonable excuse, the parent / carer will be sent a letter reminding them to collect their child from school at 3:15pm. If the child is collected late a third time, an invoice will be issued. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

The Charging Arrangements

On the first and second late collection, without reasonable excuse, the parent/carers will be sent a letter reminding them to collect their child from school at 3.15pm. If the child is collected late a third time, pupils will be placed in our after-school provision and will be charged at the following rates:

- Between 3.15 - 3.30pm. Child remains at the Main Office.
- Between 3.30 - 4.30pm. Part Session in after-school provision
- Between 4.30 - 6pm. Full Session in after-school provision

Please refer to the School Website for charges.

Charging for damage to school property or lost items

In accordance with school's behaviour sanctions, the parents or carers of an individual pupil will be charged for the cost of deliberate damage to school property carried out by a pupil.

Parents or carers of an individual pupil are responsible for school equipment lost by the pupil.

Water bottles in school

Parents are strongly encouraged to provide pupils with a re-fillable water bottle for them to bring into school. Pupils will drink from the bottles in class and break time to help them keep hydrated throughout the school day. Please do not send any other drinks in to school other than plain water.

Please do not send pupils into school with glass containers as this may result in injury.

Lunch times

Pupils can go home, have a school dinner, or bring a packed lunch. Please note that pupils are only permitted to drink water in school; jugs and cups of water are provided in both dining halls for pupils having a school dinner and a packed lunch.

- **Pupils going home** must be collected from the main reception and signed out at 11.50am for KS1 and 11.55am for KS2. They should not return to the school until 12.50pm. Please bring them back to the main reception and sign them in.
- **Pupils who have a school dinner** are required to have money on their ParentMail account to cover the cost of dinners. Parents should pay for school dinners in advance via ParentMail. Amounts of £10 or more may be added at a time. If a child does not have sufficient credit in their dinner money account, they will

not automatically be given a school dinner. Parents will be contacted to be asked how they would like to proceed.

- **Pupils who have packed lunches** should bring their food in a small lunch box. This must be labelled with their name and class. Drinks of water are allowed in unbreakable flasks or in plastic bottles or packets, but no glass containers. Drinking water is always available free of charge. The School Office are not permitted to accept late / forgotten packed lunch boxes. If your child has forgotten their packed lunch and there is no money in their school dinner account, you will receive a phone call asking for confirmation that the school can issue them with a school dinner at a cost.

Children are asked to bring in a healthy packed lunch which should include:

- A good portion of starchy food, e.g. wholegrain roll, tortilla wraps, pitta pocket, pasta or rice salad.
- A portion of lean meat, fish or alternative, e.g. chicken, ham, beef, tuna, egg, beans or hummus.
- Plenty of fruit and vegetables, e.g. an apple, satsuma, handful of cherry tomatoes or carrot sticks, small tub of fruit salad or small box of raisins.
- A portion of semi-skimmed milk or other dairy food, e.g. reduced fat cheese, yoghurt or fromage frais.
- A drink of water. Packed lunch pupils may instead drink water provided in the dining room for all pupils. No other drinks are permitted.
- A healthy lunch does not mean giving up all the foods that children enjoy. One treat in a packed lunch will be ok, e.g. a small packet of low fat or baked crisps, a chocolate biscuit or a piece of cake.

If your child eats Halal or Kosher, please ensure they order the Vegetarian option for dinner.

Please refer to the School Website for school dinner charges.

The end of the school day

Teachers of Reception and Key Stage 1 must have sight of a known adult before releasing any child from their room at the end of the school day. If for any reason the adult(s) known to the class teacher are unable to collect their child, and will be sending a different adult to collect, they must telephone the school office or email that morning so that the class teacher can be informed. In emergencies only please telephone the school office as soon as possible to inform them of changes to plans for the pupil's collection at the end of the day.

Key Stage 2 pupils may make their own way home, unless the school has been informed otherwise by a parent or carer. Key Stage 2 teachers should remind children that if they expect to be met by an adult and there is no one there, that they must return to the class or go to the school office, where the office staff will contact parents.

Children attending after school clubs will be accompanied by a member of staff until their club begins.

Parents are reminded of the importance of picking their child up from school or after-school clubs on time. School Office Staff will record the names of pupils who are collected late from school at the end of the school day or from after-school clubs. Parents are required to complete a late-slip at the School Office when collecting a child late. A charge for late collection may be levied in accordance with the school Late Collection Policy.

Parent helpers in the school

We welcome parents / carers / grandparents to help in the school. This can be listening to pupils read, playing number games, cooking, sewing, labelling resources, or any one of the many other activities. If you would like to help in the school on an occasional or regular basis, please contact the School Office. You will be required to complete a Volunteer Application Form a non-disclosure form and undergo an enhanced DBS check.

Speaking to your child's teacher

We hold two formal parent's consultations each year. These give you the chance to find out about your child's progress by talking to their teacher. The parent consultations are held during the school day. There is one slot per child. We are not able to offer 2 slots for split families.

If you wish to talk to the teacher at short notice, please remember it is best at the end of the school day as first thing in the morning they are preparing lessons. For urgent matters, however, telephone the school after 8:30am.

Communicating with other members of staff

When dealing with queries, it is important that they are forwarded to the correct member of staff. This is to ensure parents are provided with an answer as soon as possible. A copy of our 'Contact Tree' can be found on the school website to explain which members of staff are able to assist with different queries. Queries and notes can be emailed to enquiries@kenningtons.thurrock.sch.uk noting the member of staff's name in the subject box, or phoned through to 01708 865663. Please be aware it is highly unlikely this member of staff will be immediately available but be assured that your query will be dealt with within a reasonable amount of time.

School Uniform and PE Kit

Our School Governors have put in place a uniform policy. This means that we expect all pupils to wear the school uniform each day (this is optional for Nursery). Our school colours are navy blue, grey and white. The uniform is intended to be smart, practical, and economical.

For both Girls and Boys, the standard school uniform is as follows:

- White shirt / blouse **or** polo-shirt **or** school logo polo shirt
- Grey bottoms (skirt, trousers, shorts)
- Navy blue jumper / cardigan or school logo sweatshirt
- Plain black shoes (no trainers or boots)
- White socks or grey tights may be worn

In summer term children are allowed to wear black or white sandals, but they must be worn with socks. Navy blue and white summer dresses are permitted in summer.

On PE Days pupils must wear their PE Uniform to school:

- Grey Sweatshirt with School Logo
- Navy Blue or Grey Tracksuit Bottoms / Leggings or Navy Blue or Grey Shorts in the Summer
- White T-Shirt with School Logo
- Trainers

NB - PE Clothing must not be branded.

The expectation is that pupils will wear plain shirts, jumpers, etc. if they are not wearing the school logo. It is helpful if children in Reception also bring to school a pair of Wellington Boots for outside provision.

Please make certain that ALL items of clothing are labelled clearly with your child's name to avoid items going astray.

Buying school uniform

‘Uniforms by Niki’ stock all Kenningtons Primary Academy uniform at competitive prices. School logo sweatshirts, cardigans, PE kit, bags, sun hats, and polo shirts are available.

<https://uniformsbyniki.com/collections/kenningtons-primary-academy>

Phone: 07925476600

Email: info@uniformsbyniki.com

We also have a pre-loved stall where you are able to purchase logo uniform and PE Kit for £1 each. The stall is situated in the School Office.

Jewellery

Because of health and safety regulations, we do not allow any jewellery to be worn in school.

The exception to this is a wristwatch and a small pair of studs, which should be practical to wear and not a fashion item.

If a child has forgotten to remove an item of jewellery prior to arrival at school, we will ask them to remove the item and take it to the office for safe keeping until it can be collected at the end of the day.

If jewellery is worn as a religious requirement, please contact the Headteacher to discuss this matter.

Hairstyling

Hairstyles should not be attention seeking. Extreme styles such as sculptured names / symbols, mohicans or dyed hair are neither appropriate nor acceptable for children of primary school age.

For health and safety reasons, long hair should be kept out of children's eyes and fully tied up for PE.

Makeup and nail varnish

Because of health and safety regulations, we do not allow any makeup or nail varnish to be worn in school.

Care outside the school

We do ask that you take care at the school entrances. For the safety of all children, please:

- Dismount all bikes and scooters when entering the school grounds
- Do not enter through car park
- Do not bring dogs, other than guide dogs, into the school grounds
- Do not enter the school building without prior arrangement

The school reserves the right to confiscate scooters, bikes or other equipment being used on the school premises if they are not being used in accordance with school rules.

The car park is for official visitors only and parents / carers are not permitted to use the car park. For this reason, pedestrians must use the pedestrian entrance at all times.

Mobile phones & Smart Watches

All pupils are banned from having a mobile phone or a smart watch in school. Mobile phones and smart watches are also cameras and give pupils unsupervised access to the internet, this is a risk we are not prepared to take. This rule has been in place from September 2016. Phones and watches will be confiscated and stored in the School Office until the end of the day. The school does not accept any liability for loss or damage to mobile phones or watches on the school premises. Please look into a 'tag' that can be placed in book bags or shoes if you would like to track your child from school to home.

Kenningtons Primary Academy Visitor Expectations

- We welcome visitors to our school.
- We will act to ensure it remains a safe place for pupils, staff and other members of the community.
- We will be polite to you.
- We will treat you with respect.
- **We expect the same in return.**

Action will be taken against any persons acting in an abusive or threatening manner towards any member of our school community.

Data Protection / GDPR

Data Protection Act 2018: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfES. Please see Appendix I for more information.

How we use pupil information: We 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 our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

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 your son / daughter that we hold, please contact: **Mrs Jo Sawtell-Haynes (Headteacher)**

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it follows the Data Protection Act 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

Endnote

Thank you for reading this information. We hope you have found it helpful, but if anything is not clear, please let us know. To run smoothly, our school needs everyone to work together. By following the routines in this handbook, you will be working with us for the good of all children in our care.

Headteacher, Governors, and Staff of Kenningtons Primary Academy.