



Bloxham Primary School

Communication and Data Policy

Bloxham Primary School aims to communicate with staff, parents, governors and all stakeholders in a clear, easy-to-understand, and timely manner. To enable this, the School collects and stores personal information from parents and carers of children at the school. This policy sets out both how we go about collecting this data, and how we use it to enable effective communication. It also details the ways in which we communicate both internally and externally.

In collecting and storing data we aim to be fully compliant with the General Data Protection Regulations (GDPR) that came into force in May 2018. Please see the Privacy policy on our website for more information:

<http://bloxhamprimary.co.uk/document-library/policies/privacy-policy>

In this policy the term Parent will be used to indicate anyone with parental responsibility for a child. This may, in practice, be a parent, carer, step-parent or grand-parent.

Data collection

For all children enrolled at the school we require a minimum of two separate sets of contact details for parents.

We collect this data when the child starts their school career and update it yearly at the start of the academic year in September. However, **parents may update the data that we hold at any time during the school year** by contacting the School Office.

A form for parents to provide us with their contact details is sent out at the beginning of each school year. On it, we ask parents to let us know if only one set of contact details is available. If this is not indicated, and two sets of details are not supplied, the school will follow up in order to obtain a second set of details.

On the form you can indicate if your child lives in more than one home – or if for any other reason, you might want communications to be sent to both parents. We will also send out,



once a year, a form requesting parental permission for various activities. Where requested, this information will be sent to both parents.

For parents where a Court Order regarding care of the children is in place, it is required that the school is supplied with a copy of the Sealed Order as soon as it becomes available.

Please note: It is not the role of the school to enforce Court Orders. Bloxham Primary School will only provide evidence in private law proceedings where directed to by the court or by CAFCASS.

Communication between school and parents

Our aim is that class, year or school-wide communications with parents are sent (where possible) first by email or text message to **both** parental contacts. (It is possible to opt out of this arrangement and to just send to one contact.) All school-wide communications will also be published on the school website.

School will provide paper copies of all communications as a backup where requested, or in addition to the electronic copy for some school activity requests.

Avenues of communication

Ways in which the school communicates with parents include:

Face to face meetings

We encourage parents to speak face to face with their children's teachers throughout the year with any questions. This can be done at the beginning or end of the school day, or by making an appointment via the School Office. Members of the LILT (Leaders in Learning Team) are available in the playground every morning to talk with regarding any questions or suggestions that parents might have.

Text messages

Short messages containing relevant information – both school-wide and class specific – are sent out by text on a regular basis.



Letters home

Many school activities are communicated as letters home. These are sent by email and, if requested, as hard copies sent home in the book bag. Medical notices, school trips, sporting events and similar notices, are all sent this way. Parental permission may or may not be needed in response to these letters.

The School Newsletter

A school newsletter containing a round-up of all school activities and notices is published every two weeks on a Thursday or Friday. It is sent out to all parents and published on our website.

Blogs

The Headteacher, Deputy Headteacher and all Classes publish regular blogs on our school website. This is an invaluable insight into your child's week at school.

School reports

We send out school reports at the end of the school year to all parents for whom we hold contact details.

Pupil progress meetings

Twice a year we invite all parents for whom we hold contact details to come into school to discuss their child's progress with the class teacher. An online appointment booking system is used for this.

We also organise a Meet the Teacher evening early in the Autumn term so that parents have an opportunity to meet their child's teacher. There is no appointment needed for these evenings.

Parental Permission

Occasionally, school will seek the permission of parents in order that a child may engage in an activity. For the following types of activity the School will seek permission from **both** parents unless you have opted out of receiving two sets of requests:

- All medical procedures (vaccinations, eye tests etc)
- Residential school trips in years 5 and 6

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Written by: Matthew Ingall, John Jackson and Amy Herbert

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Additionally, we will seek permission once a year, from both parents, to include the child in photographs and videos for general use on our website or on printed materials. We will also request permission to include your child in photographs of specific events as and when they happen.

Where responses received indicate that parents are not in agreement, the school will not permit the activity to take place for that child. If one parent is not available or chooses not to respond, the views of the other parent will be taken as, *de facto*, representing both.

For all other requests, (for example, sporting activities, day trips etc) permission from only one parent is required.

Voluntary contributions

Occasionally we ask for voluntary contributions towards the costs of school trips. As for all other communications, these letters will be sent to both parents. We only, however, expect a single contribution for each child. In the event that both parents make a contribution – we will return the one that is received last.

Communicating illness

If a child becomes ill or has an accident during the school day and requires medical assistance that the school cannot provide, both parents will be notified as soon as possible.

If an illness is such that a child needs to be sent home, school will make contact with the parents as soon as possible, At first contacting the person who it is believed is due to pick the child up that day. If they are not available then contact will be made with any other person where contact details are known.

Children not in school

Where parents do not live at the same address the School will always inform both parents that their child is not in school or has gone home.



School photographs

We organise school photographers to come into school once a year to take class photos and individual photos.

Proofs of these photographs are automatically sent in the book bags to all parents that have opted out of receiving duplicate copies of communications.

Proofs are automatically sent in the book bags to one parent where duplicate messages have been requested. Additionally, copy-proofs are offered to the other parent so that they can order individually if desired.