



Harbertonford C of E Primary School

Old Road, Harbertonford

Totnes, Devon

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Welcome!

Harbertonford Church of England Primary is a thriving Church School, built in 1963 and is part of the Totnes Hub of Village Schools, within the Link Academy Trust. We are situated just outside the town of Totnes, in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty.

Harbertonford has a good reputation and our School achieves high academic standards through the provision of an exciting curriculum that makes the most of our beautiful grounds. With links to our partner schools within the Academy (Bearnese, Broadhempston, Cheriton Bishop, Diptford, Hennock, Landscope, Stoke Gabriel, Tedburn St. Mary & Yeoford), the Church and the local community, our children are given a wide range of learning opportunities and exciting experiences in and outside of the classroom.

Our school is a vibrant and exciting place, yet our small size enables us to know all of our children to understand their needs, talents, interests and motivation. We aim to help them discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Our family ethos underpins everything we do and our team of dedicated Staff, Parents and Governors, work hard exceptionally hard to support and nurture every child in our care; preparing them for the future and inspiring a love of learning on the way.

We hope the information in this pack will give you a good indication of what you and your child need to start their education at Harbertonford C of E Primary; however, if you have any further questions, you may like to ring us, explore our website or view our Facebook page. Of course, there is no substitute for a visit and we welcome you to come and look around, talk to staff and pupils and get a feel for what it's like to be part of our school community.

We look forward to working alongside you soon,

Mrs Elizabeth Lethbridge
Executive Academy Head.

Link Academy Trust – Registered Office Address
Landscape School, Landscape, Ashburton, Newton Abbot, Devon.TQ13 7LY
Tel:- 01803 762113 Email:- academyadmin@thelink.academy



SCHOOL INFORMATION

Admission Forms

The following forms must be completed and returned before your child starts school with us:

1. Devon County Council Forms (3): Pupil Information, Contact Information and Disability Information (if applicable);
2. Privacy Notice
3. Use of internet in school
4. General Permission form
5. Home school agreement
6. Collection of children at the end of day

When returning your admission forms please either provide a copy of your child's birth certificate or bring the original for us to check as we are required to certify your child's date of birth.

Information Sheets

There is always a lot to remember when starting school but we provide you copies of key documents that are also available to access at any time on or through the school website, <http://harbertonford-primary.devon.sch.uk> should the paperwork get mislaid. We recommend you save the website address to your favourites.

1. School Uniform Policy;
2. Free School Meals information
3. Holiday Dates.
4. Sample dinner menu

General Information about our School

When children are due to start school in reception in September, we normally have some school visits in the summer term (July), sometimes the Reception teacher will also request home visits and then during the first two weeks of school in September we have a gradual start, normally their first few days they will do just the mornings, then staying until after lunch for a few more days before they go full time.

School Times: The school bell rings at 9.00am and all children must arrive by this time. We strongly encourage all children to be prompt and ready to start the school day at 9.00am. If you do arrive late then it is important to enter school via reception. Children will be marked late in the register if registration has finished (registration closes at 9.10am). The number of late attendances is then recorded and noted on school reports. School finishes at 3.15pm and children can be picked up from the playground area outside the Classrooms. Access to the school at all other times must be via the School office to ensure the safety and security of our children.

School Lunches: The menu changes termly so the version enclosed may not be applicable for the term your child starts. However, it gives you an idea of the lovely meals cooked fresh onsite every day. School lunches are currently charged at £2.50 per day. Alternatively, you can provide your child with a packed lunch on any or all days. The aim of the school is to promote Healthy Eating so we strongly discourage children from bringing in sweets, crisps or chocolate. However, we do not allow nuts due to allergies. Children may bring fruit to eat at break-time. KS1 children have a free portion of fruit or vegetables each day and milk is available for the under 5's.

If your child would like school meals it is very important that they are paid for **in advance**, at least weekly or monthly or half termly. Please put the cash or cheque (payable to Link Academy Trust) in an envelope marked with the pupil's name, class and amount being paid. This can either be given to the teacher at registration or the school office. Your child's lunch choices are taken each day during registration and they can choose between 3 Options - meat / fish, vegetarian or a Jacket Potato. All KS1 children are entitled to free school meals automatically. If you have a child in KS2, they may also be entitled to free school lunches so please do consider this option to provide your child with a hot meal at lunchtime if your circumstances are applicable.

Harbertonford School Website and Facebook Page: At <http://harbertonford-primary.devon.sch.uk> the School website has a calendar for you to check what is coming up, photos of recent events, trips or visits and regular updates from the Headteacher and Academy. We recommend you check it regularly to stay up to date with what is happening in school. Each class also has its own page keeping you up to date with what has been going on and information about the curriculum that is being taught. The School terms dates, policies (like the homework policy), procedures and minutes of the School Committee meetings can be found here as well.

The Facebook page can be found at Harbertonford C of E Primary School and will contain updates and useful information about the school.

PTA: We have a very active parent's association, called Harbertonford PTFA. They request that parents (and or other interested parties like grandparents!) provide their email addresses on the form enclosed to receive e-mails about events taking place and school social matters. You can do this at any time even before your child starts at Harbertonford School so that you can join in the community spirit.

Other after school activities and clubs: there are other clubs and activities available, some run by parents, volunteers or external instructors which the children can join if they wish. Examples of clubs which run are Coding Club, Football, Basketball and Art club. They do change and letters are sent home frequently. There is a charge for the football and basketball clubs.

Privacy Notice – How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) 2018.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The Link Academy Trust keep information about your child(ren) on computer systems and also sometimes on paper.

We hold their education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority (Devon County Council) and their commissioned providers of local authority services
- the Department for Education (DfE)
- our schools within the Trust

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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

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

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant school office or Head of School. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Declaration (Please read, sign and return)

I, Parent of Child(ren) _____, declare that I understand:

- The Link Academy Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- The Link Academy Trust may share my data with the DfE, and subsequently the LA.
- The Link Academy Trust will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The Link Academy Trust will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.
- I am content for the Trust or School to continue contacting me via all forms of current communication including email, telephone and text messages.

Signature of Parent: _____

Use of Internet in school.

Primary Pupil Acceptable Use - Agreement / Online Safety Rules

ICT including the internet, e-mail and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these Online Safety rules with your child and return the attached.

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my Online Safety.
- I will report anything I see online that makes me feel uncomfortable to my teacher.
-

Primary Pupil Acceptable Use - Agreement / Online Safety Rules

We have discussed this and (child name) agrees to follow the Online Safety rules and to support the safe use of ICT at Stoke Gabriel School, part of the Link Academy Trust.

Parent/ Carer Signature

Class Date

- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes 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 accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with Trust policy and not be distributed outside the school network without the permission of the Head of School.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.

I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community

PARENTAL CONSENT FORM FOR USE OF THE INTERNET

NAME OF CHILD:

DATE OF BIRTH:

As a parent/guardian of the above pupil, I give permission for my son/daughter to use computer systems to access the Internet and e-mail.

I understand that the school will endeavour to take all reasonable steps to restrict access to unsuitable material on the Internet.

Signature of Parent/Guardian.....

Name in Block Capitals.....

Date.....

General Permission Letter

Dear Parent,

During the school year there are occasions when we would like to take the children out on local visits within walking distance of the school, and also on short trips via minibus/coach, such as PE festivals to support the curriculum. Please read the Link Academy Trust Disclaimer and tick the appropriate boxes on the following sheet if you give your child consent to do this.

We also like to take photos or videos to capture exciting things going on at school. Sometimes we have photographers from local newspapers who take photos of our children. Could you tick the box if you are happy for your child to appear in local newspapers along with their name, and also on our school website and Facebook page.

Could you also tick the permission box for the school nurse.

Please tick all boxes that apply overleaf, sign, date and return the form to the school office.

Please have a look at our website and Facebook page to see the type of information we share, and how we share it. If you have any concerns, please let us know.

Yours Sincerely,

Mrs E Lethbridge
Exec Academy Head

General Permission Slip (please return to school)

Child's Name.....Class.....

- ☐ I give permission for my child to participate in local walks from school.
- ☐ I give permission for my child to take part in short trips locally to support the curriculum or take part in sporting events, for example to KEVICCS.
- ☐ I give permission for my child to be given medical 1st aid or assistance if required whilst out on school on trips.
- ☐ I give permission for my child to be seen by the school nurse if necessary.
- ☐ I give permission for my child to be included in the annual class photograph and I understand that these will be available for purchase by other families.

Staff will take photographs of the children's activities. We would like to share some of these via the school website, our Facebook page, and occasionally local press.

- ☐ I give permission for my child's photograph and name to appear in the school newsletter for news items connected with Harbertonford Primary School.
- ☐ I give permission for my child's photograph and name to appear on the school website for news items connected with Harbertonford Primary School.
- ☐ I give permission for my child's photograph and name to appear on the school Facebook page for news items connected with Harbertonford Primary School.
- ☐ I give permission for my child's photograph and name to appear in local newspapers for news items connected with Harbertonford Primary School.

The school produces a weekly newsletter which can be emailed to you. Occasionally we also include items from outside sources i.e. the local church or PTFA advertising an event.

- ☐ I consent to the school emailing the weekly newsletter to me. I understand that this may include information from partner agencies.

I understand that the Link Academy Trust will not be liable to my child for any damage, loss or injury suffered other than that which might be caused by the negligence of the Trust employees.

Signed.....Date.....

Please be aware - during the year we have various performances by the children and many parents/carers like to capture these performances. We always remind parents/carers about acceptable use; however, any photos or recordings taken at such events will not be in the control of the school. Please let us know at the time if this is a significant issue.

Home School Agreement

A successful education for your child depends on a positive partnership between home and school. The agreement below represents the shared commitment of the school, parents/carers and pupils in order to achieve that success.

Please read carefully before signing the form at the end of this agreement. Thank you.

The school will:

- Provide a safe, caring and stimulating environment for all of our pupils to learn and develop as individuals.
- Encourage high expectations and pride in achievement.
- Recognise and praise progress and achievement.
- Care for each child's safety and well-being.
- Arrange an Induction Meeting for the parents/carers of pupils entering the Reception class and class meetings for all parents/carers at the start of the academic year.
- Inform parents/carers about what the teachers aim to teach the children each term.
- Provide a yearly curriculum framework to enable parents/ carers to support their child at home.
- Arrange parents/carers consultation evenings on a regular basis.
- Listen to parents/carers views and concerns.
- Contact parents/carers if there are concerns with attendance, punctuality, uniform and equipment, their learning or behaviour.
- Keep parents/carers informed about school activities through regular newsletters and notices of special events.
- Encourage children to have a healthy lifestyle.
- Operate an open-door policy where parents/carers are welcome in school and offer opportunities for parents/carers to become involved in the daily life of the school.

As parents/carers we will:

- Support the school in its aims and values.
- Support our child/ren by taking an active interest in their learning and progress.
- Ensure our child/ren attend school regularly and punctually, signing them in/out of school if they miss the registration times or have appointments during the day.
- Ensure our child/ren comes to school appropriately dressed in the correct school uniform and with the required equipment.
- Let the school know about any concerns or problems that might affect our child's work or behaviour.
- Encourage my child/ren to be well behaved.
- Adhere to the policies of the school and academy and follow necessary procedures.
- Attend parents/carers evenings and discussions about our child's progress.
- Support our child to ensure homework is completed.
- Supply the school with full and accurate personal information about our child in order to enable records to be kept up-dated.
- Refrain from using inappropriate language and behaviour AT ALL TIMES whilst on the premises eg playground and inside the school building.
- Not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person, or bring the school into disrepute on social networking sites.
- Avoid taking family holidays during term time as there is a statutory requirement that the Executive Headteacher can no longer authorise holiday in term time.

As governors we will:

- Draw up and publish a set of federation and school policies.
- Seek financial efficiency and value for money.
- Ensure compliance with statutory requirements including health and safety and safeguarding.
- Monitor and review all aspects of the schools work.
- Listen to and respond to questions, concerns and queries from pupils, parents and the wider community.
- Ensure that all staff support the physical and emotional well- being of all pupils.

As a pupil I will:

- Attend school regularly and on time.
- Wear the school uniform, be tidy in appearance and bring the equipment I need every day.
- Be kind, polite, safe and responsible towards others at all times.
- Have high expectations and abide by the values of the school.
- Always be well behaved and respect others and their belongings.
- Respect the school environment.
- Respect the decisions and requests of any member of staff.
- Complete homework to the best of my ability.

Pupil Name **Date**

Signed by **Parent/Carer**

Signed by **Pupil**

Signed by **Executive Headteacher**

Signed by **Chair of Governors**

The collection of children at the end of the school day.

The end of the school day is a busy time and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely.

To support the 'Safe Collection of Children Policy' we would like to take this opportunity to update our records with the names and contact details of the people that are authorised to collect your child. Anyone that has parental responsibility is already classed as an authorised person.

We would like to have the names of a maximum of 2 other people who you are happy to collect your child as part of your normal routine. An authorised person can be another family member, friend or neighbour.

In any circumstance we will only release children to adults with parental responsibility or the people that you nominate here. Therefore, if your normal collection routine changes and you want someone who is not listed here to collect your child please inform either the class teacher that morning or telephone the office. Otherwise we cannot release your child.

For your information this policy can be found on the website <http://harbertonford-primary.devon.sch.uk> under Our Academy>Policies>safe collection of children.

Please complete and return the form overleaf as soon as possible. Thank you for your support.

Yours Faithfully



Lizzie Lethbridge

IMPORTANT. Please complete and return this form.

Child's Name:.....Class:.....

Please give names and contact details of 2 people (max) who you authorise to collect your child as part of your normal routine.

If you need someone who is not listed to collect your child you must contact the school.

Adult 1

Name:.....

Relationship to child:.....

Home tel No:.....

Mobile No:.....

Address:.....
.....

Adult 2

Name:.....

Relationship to child:.....

Home tel No:.....

Mobile No:.....

Address:.....
.....

Signature of Parent:.....

Print Name:.....

Date:.....

UNIFORM POLICY

The wearing of school uniform is actively encouraged, fostering an identity with and pride in the school. Children should be encouraged to be clean, smart and presentable at all times.

Jumpers, cardigans, fleece jackets and PE shirts are available from school. Children are encouraged to wear:

- Navy sweatshirt, cardigan or fleece. Bearing the school logo (Wyvern)
- Grey skirt, pinafore or trousers.
- White Polo Top.
- White socks or navy tights.
- Sensible and smart black shoes (not long boots)
- Summer dress with blue check.
- Sun hats should be worn in the Summer
- Sensible strapped sandals may be worn with white socks during the Summer, but should be sturdy and not "flip-flops".

PE KIT

The school offers a PE kit that can be purchased.

Children will need the following PE kit (in a named bag) in school at all times:

- Trainers or plimsolls
- Red P.E t-shirt
- Navy shorts
- Socks

SCHOOL BAGS AND DRINKS BOTTLES

Book Bags and PE bags should be in school every day. We encourage pupils to bring a drink of water - please ensure it is child friendly and easily sealed to avoid leakage.

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD'S NAME - Lost property will be returned to the owner if clearly marked, otherwise items are stored in the lost property box.

JEWELLERY

No jewellery should not be worn in school, with the exception of a wristwatch and, if ears are pierced small plain studs only which should be covered or removed for PE.

School uniform price list and Order Form

Childs Name.....

| Item | Price | Size Required | Number required | Total Price |
|---|--------|---------------|---------------------|-------------|
| School Jumpers- sizes-24 upwards & small adult | £9.50 | | | |
| School cardigans sizes 24 upwards, except small adult | £11.00 | | | |
| Zip fleece – sizes 5-6,7-8,9-10,11- 12,13-14 | £13.50 | | | |
| P.E. T-shirt – sizes 5-6, 7-8, 9- 10 & large | £4.50 | | | |
| Book bag | £4.50 | | | |
| Swim bag | £4.80 | | | |
| Drink bottle | £2.00 | | | |
| | | | Total to Pay | £ |

Cheque/cash enclosed.....

Please make cheques payable to Harbertonford PTFA.

If you cannot come into school, please post this form and payment to the school.

FREE SCHOOL MEALS

All children in reception, year 1 and year 2 at state schools in England automatically get free school meals. However, parents and guardians are encouraged to apply for free school meals when they enrol their child in school, as this can help their child's school to attract additional '[pupil premium](#)' funding to support learning.

From year 3 onwards, children whose parents are in receipt of the following are entitled to free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit Universal Credit.

Children who receive any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

How to apply

Please use the Devon Citizen Portal which is the quickest and easiest way to apply and will result in you getting an instant decision. Parents and carers can also ring the Education Helpline on 0345 155 1019.

https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login

We would encourage all families to register and apply to check eligibility. Should you require any assistance please contact the school office who will be happy to go through it with you.

Kind Regards

Vicky Rawlings
Administrator

SWIMMING ABILITY FOR WATER BASED ACTIVITIES

Is your child able to swim 50 meters? **YES/NO**

1. I would like my child to take part in visits or activities that may be arranged and having read the information provided agree to him/her taking part in the activities described.
2. I consent to any emergency treatment required by my child during the course of the visit.
3. I confirm that my child is in good health and I consider him/her fit to participate.

Signature of Parent/Guardian

.....

Date

Name of parent/guardian in block capitals:

.....

Address:.....

.....

Telephone Numbers:

Home:

Work: **Mobile:**.....

Name of Family Doctor:.....

Telephone Number:

Address:

.....

.....

Approximate date of their last Tetanus Injection:

.....

Please inform the school if you wish to withdraw your consent for Off-Site Activities

School Milk for under 5's

Free milk is available for all children aged under five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth.

Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Please let us know if you would prefer us not to register your child for free school milk.

We are very pleased to announce that from September 2019 Harbertonford C of E Primary School will be continuing to use the online learning journeys in the Early Years. At Harbertonford Primary School we are always assessing our practice and looking at how we can improve.

This system is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day.

As parents you are only able to view your own child's journal and can choose to receive an email telling you when a new observation or piece of work has been uploaded. This will enable you to follow your child's progress closely and you can reflect upon achievements with your child. These journals can include observations, photographs, EYFS assessments, characteristics of learning and videos. They can be enhanced by comments from other staff and parents giving us a clearer and whole picture of your child.

Tapestry allows you to add observations and photographs of your own as well as share your comments. We love to hear about learning and WOW moments from home and share these with your child in school.

E-safety is extremely important to us and therefore we ask you to provide us with the following information and to sign the agreement to show that you have read, understood and agree with our guidelines. Please complete the consent form attached to say you agree for us to set up a Tapestry account for your child.

If you have any questions, please feel free to come and talk to me.

Yours Faithfully,
Jade Morgan

Foundation Teacher



To be returned to school

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent ...

- I will not publish any of my child's observations or photographs on any social media site.
- I will keep the login details within my trusted family.
- I accept that my child's photograph may appear on their friends learning journal account and I may see pictures of my child's friends on my child's personal account.
- I agree to the above guidelines and have read accompanying information sheets.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines

Print name/s of parent/guardian: _____

Name of child: _____

Signature/s: _____

Date: _____

Email address: _____

By signing and returning this form and providing us with an email address you agree to Harbertonford C of E Primary School creating a Tapestry online learning journey for your child. You will be provided with your own personal login in due course. This will allow you to view and contribute to your child's online learning journey.