



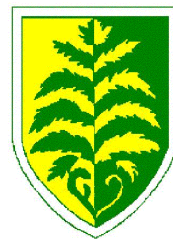
# Brackenwood Junior School

School Prospectus  
2020-2021

*Learning for Life*

# Brackenwood Junior School

## *Learning for Life*



Headteacher: Mr. C. Holmes MMUS.PGCE.NPQH

Dear Parent / Carer,

I would like to wish you a very warm welcome to Brackenwood Junior School.

I look forward to welcoming your child into our school, and to the relationship that we will have with you over the coming years. Our priority is that all children feel safe and happy in school, and our commitment is to provide them with a broad and balanced curriculum as well as opportunities to develop critical life skills and life-long learning experiences

I am confident that your child's transition to Brackenwood Junior School will be a successful one, that they will enjoy their time here and that they will achieve well. We look forward to sharing this special journey with you and keeping you fully informed along the way.

This prospectus should provide you with all the information you require, but if you would like further information, you can also visit our website at

[www.brackenwood-junior.eschools.co.uk](http://www.brackenwood-junior.eschools.co.uk).

In the meantime, if I can be of any further assistance, then please do not hesitate to ask.

Yours sincerely,

C Holmes  
Headteacher



Norbury Avenue, Bebington, Wirral, CH63 2HH  
Tel: 0151 608 3001 Fax: 0151 609 0179

e-mail: [schooloffice@brackenwood-junior.wirral.sch.uk](mailto:schooloffice@brackenwood-junior.wirral.sch.uk) website: [www.brackenwoodjuniors.co.uk](http://www.brackenwoodjuniors.co.uk)

**BRACKENWOOD JUNIOR SCHOOL**  
**NORBURY AVENUE**  
**BEBINGTON**  
**WIRRAL CH63 2HH**

Telephone No. 0151 608 3001

Fax No. 0151 609 0179

E-mail: [schooloffice@brackenwood-junior.wirral.sch.uk](mailto:schooloffice@brackenwood-junior.wirral.sch.uk)

Website: [www.brackenwood-junior.eschools.co.uk](http://www.brackenwood-junior.eschools.co.uk)

**GENERAL INFORMATION**

HEADTEACHER	Mr C Holmes
CHAIR OF GOVERNORS	Mr D Stanley
AGE RANGE	7 - 11 Years
NO. ON ROLL	244
CLASS SIZES	30
LOCAL EDUCATION AUTHORITY	Wirral
SCHOOL TIMES	8.55am - 3.30pm
TEACHING TIME	23.5 hours

**ADMISSIONS POLICY**

Each school has its own 'catchment' area and a 'standard number' of children which it can admit in each year group. Our standard number is 60 and all children who live within our zone are entitled to a place at the school. Out-of-zone admissions will be welcomed provided there is room within the standard number or with special approval from the Local Education Authority. Details of the school's catchment area can be obtained from the school office.

**GDPR**

The school is required to inform the public about the information it holds. The Brackenwood Junior School Freedom of Information Policy, Data Protection Policy and Privacy Notice can all be found on the school website.

**DATA PROTECTION OFFICER**

The Data Protection Officer is responsible for overseeing data protection within the School so if you do have any questions in this regard, please contact them on the information below:

Data Protection Officer: Craig Stilwell

Company: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Telephone: 0203 326 9174

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## **CORE PURPOSE**

Brackenwood Junior School aims to provide every child with rich and relevant learning opportunities through high quality teaching and through a curriculum that promotes breadth, balance, creativity, collaboration and enterprise. We are committed to meeting the individual needs of all pupils in a safe, exciting and stimulating environment. We respect and value the ideas that all children have, and believe that every child has much to offer their school and wider community. We actively promote "Learning for Life" as our school motto, and find many opportunities for children to invest in themselves as citizens of the future. We seek to develop children socially and morally, and to extend their spiritual and cultural understanding beyond their immediate experience. In so doing, we hope all children adopt safe and healthy lifestyles, develop resilience and confidence, value and respect others and are given the best possible chance to go on and achieve their hopes and ambitions.

## **VISION**

Our vision is to enable our children to develop a set of life skills which will help them to survive and thrive in an ever-changing world, and to become rights respecting, confident and resilient citizens who are aware of their place in society and the impact they can have upon it.

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## **THE SCHOOL**

Brackenwood Junior School is a community-controlled junior school catering for boys and girls aged 7—11.

The school is housed in a single story brick building that was opened in 1953. Within the building there are 8 spacious and airy classrooms. There is a large school hall used for assemblies, PE, and extra-curricular activities. All classrooms have Interactive Whiteboard facilities. A portable computer trolley, holding 30 laptops, iPods and iPads, is available for use in each classroom. There are well organised and inviting library areas in each classroom which promote "Reading for Pleasure" and offer the opportunity for the children to undertake research. There are many intervention rooms which are used to provide individual and groups of children with additional support when required. The school has its own kitchen providing hot and cold meals daily and a separate dining room.

The school is deemed to have "special needs capability" and the building has been adapted to accommodate wheelchair users to all areas.

The school is surrounded on two sides by extensive fields which enable a wide variety of sporting activities to take place and provide pleasant areas for children to play during the summer months. The grounds include an eco-garden, trim trail, tyre park and climbing wall.

Brackenwood Junior School is a two form entry school. Every child is assigned to one of two classes in each year group. They are taught in these classes for every area of the curriculum.

## **THE SCHOOL DAY**

8.45am – 8.55am	Children allowed to enter the school and make their way to their classrooms.
9.00 am	Registration
8.45am - 9.10am	Mindfulness activities in classrooms.
9.10am - 10.00am	Whole Class Maths Lesson
10.00am - 10.40am	Whole Class Reading Lesson
10.40am - 11.00am	Break
11.00pm – 11.20am	Whole Class Story
11.20am – 12.15pm	Whole Class English Lesson
12.15pm - 1.15pm	Lunch
1.15 pm	Afternoon Registration
1.15pm - 3.30pm	Afternoon Lessons
3.30pm	End of school day

**Please note children will not be able to access the playground before 8.45am.**

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## **THE STAFF**

### **Teaching:**

Mr C Holmes		Headteacher
Mrs C McIntyre		Deputy Head
Miss Worthington		Year 3
Mrs Dawson		Year 3
Mrs Lees		Year 4
Mrs Cartner		Year 4
Mrs Webster		Year 5
Mr Kelly		Year 5
Mrs Balmer		Year 6
Mrs Ward/Mrs Tasker		Year 6
Miss J Woolley	currently	Year 4 cover
Mrs Tasker	currently	Year 6 Teacher, Year 3 cover + SENCO

### **Non-teaching:**

Ms W Jones	Teaching Assistant
Mrs D Egan	Teaching Assistant
Mrs K Case	Teaching Assistant
Mrs S Jump	Teaching Assistant
Ms Norman	Teaching Assistant
Miss Jones	Teaching Assistant
Mrs Powley	Teaching Assistant
Mrs Lockett	Teaching Assistant
Miss Robinson	Teaching Assistant
Mrs E Nicol	School Business Manager (part time)
Mrs J Johnson	Administration Officer (part time)
Mrs S Jadeja	Clerical Assistant (part time)

### **Governors**

Mrs D Stanley	Co-opted Governor (Chair)
Mr D Jenkins	LA Governor (Vice Chair)
Mr R Gillies	Co-Opted Governor
Mr P Edwards	LEA Governor
Mrs C Lockett	Associate Governor
Mrs A Slater	Parent Governor
Mrs H Lubbe	Parent Governor
Mrs H Ridley	Parent Governor
Mr T Kelly	Parent Governor
Mrs A Kavanagh	Staff Governor
Mrs C McIntyre	Co-Opted Governor



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## **THE CURRICULUM**

The children study the National Curriculum 'core' subjects of English, Maths and Science and the 'foundation' curriculum of ICT (information & communication technology), DT (design technology), History, Geography, Art, Music and PE (physical education, including swimming). We also offer French to all year groups as a modern foreign language. The National Curriculum programmes of study are followed through planned structured schemes of work, with a linked approach, across the curriculum, or as discrete subjects, as appropriate.

The cross-curricular themes of PSHE (Personal, Social & Health Education) and Citizenship are used to enhance the curriculum and develop the pupils as citizens of the 21st century.

### **Religious Education**

Religious Education is provided in accordance with the Agreed Syllabus for Wirral schools. Religious, moral and multi-cultural education all play an important part in the life of our school and as such are taught through assemblies, class teaching and situations which arise during the school day. If parents do not wish their children to take part in Religious Education or assemblies then arrangements will be made for withdrawal to other suitable activities. Requests in writing should be made to the Headteacher.

### **Sex Education**

The Governing Body has adopted the Wirral Education Authority policy on Sex Education, the contents of which have been incorporated into the syllabus. There is close involvement with local health centres and welfare agencies. Parents can view the policy and schemes of work and discuss the content of Sex Education with staff. They have the option to withdraw their children from Sex Education if they inform the school.

### **Extra-curricular activities**

A variety of clubs are offered for children before school at lunchtime and after school. Currently these include: Football, Cricket, Rounders, Athletics, Dodgeball, Cross Country, Netball, Lacrosse, Tennis, Choir, Computing, Reading, Homework, Mad 4 Maths, Tag Rugby.

### **Music Lessons**

A number of peripatetic music teachers visit the school each week to teach a range of instruments. Children are currently able to enrol for music lessons on piano, keyboard, guitar, flute, clarinet, trumpet, cornet, saxophone or violin. There is a small charge for lessons.

### **Special Education Needs**

Children come to school with a variety of special needs which must be provided for so that they can reach their full potential. At Brackenwood we strive to provide a fully inclusive education in which barriers to learning are removed and the needs of every child are met. Staff and resources are made available to meet these needs as appropriate. Some children are withdrawn from their class to receive support in small groups for English and Maths. At times our Teaching Assistants are used, under the direction of a teacher, to support children in their own class. At other times the class teacher will liaise with colleagues and provision will be made as part of the general differentiation of teaching and learning that takes place in the classroom. Full use is also made of outside support agencies such as Learning Support Service, Schools Psychological Service and the School Nurse.



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## **SCHOOL UNIFORM**

We ask for parents' co-operation in ensuring that children are dressed in the correct uniform at all times and that all articles of clothing are named.

Trousers, skirt, shorts - Grey or black  
Shirt, blouse, polo shirt - White  
Sweatshirt, jumper, cardigan - Bottle green  
Summer dress - Green/white striped or check  
Shoes or sandals - Black  
(Trainers are not allowed to be worn throughout the day)

Items of uniform are available from Wirral Uniform Shop in Birkenhead and online via Tesco website. Good quality second hand school uniform is also available for purchase at the school.

## **PE AND SPORTS CLOTHING**

Children must have an appropriate kit available in school to be able to take part in P.E. The kit should be kept in a suitable bag and all items should be labelled with the child's name. Parents are asked to provide children with the following:

Indoor -       Black or green shorts  
                  White T shirt  
                  White T shirt with team colour short sleeves (optional)  
                  Black pumps

Outdoor -     Dark track suits/sweatshirts for cold weather  
                  Trainers  
(Designer or club kits are not allowed to be worn in school)

Swimming - boys - trunks (not shorts)  
              - girls - swimming costume (not bikini) and swimming hat

## **JEWELLERY**

Jewellery is not to be worn, in the interests of safety and security, except for stud earrings that must be removed for PE and swimming. Watches are encouraged

## **HAIR**

Long hair should be tied back. Extravagant hair styles are discouraged.

## **PASTORAL CARE & DISCIPLINE**

We aim to create an atmosphere in school where the children can be happy, feel secure and develop a caring attitude towards the other members of our school community and beyond. Therefore, the School Rules aim to encourage self-discipline and common sense in order to ensure the safety and well-being of everyone. The rules are discussed frequently with children in the classroom and the school assembly. A high standard is expected of the children at all times.

We sincerely believe in a system of positive behaviour management and use a well-structured and understood system of rewards and sanctions.

We employ a home-school liaison officer (Matt Metcalfe) to assist children and parents when the need arises. We also provide drop-in sessions for parents (8.30am-9.00am daily) to address general happiness or friendship issues.



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## **CODE OF CONDUCT**

The children are expected to keep to the few rules at all times.

Treat visitors with respect and make them feel welcome in school.

Show respect to all adults and children.

Always try your best in your work.

Walk around school quietly and calmly.

Keep the school and classroom environments tidy.

Treat the school building with respect.

Behave sensibly on the playground, using balls and equipment only when it is your turn.

We ask for your co-operation in enforcing these rules.

## **BEHAVIOUR**

We are very proud of the children for the outstanding behaviour they demonstrate every day. Our behaviour policy focuses on a highly positive approach that fosters mutual respect between adults and children throughout the school. Below is a summary of some of the strategies we use.

### **Golden Children**

All children begin each half term on the "Golden Child List". Any child who remains on this list for the duration of the half term is rewarded with a certificate in a celebration assembly. The list is there to recognise the children who have behaved exceptionally well and have remained in the green zone for the duration of the term/half term.

### **Reflection Room and Mindfulness Zone**

For the small number of children who from time to time need to miss part of their break, a "Reflection Room" is set up during lunch time each day. Children will spend a short time talking to an adult about the reason they are missing part of their break and the different choices they could have made. The room also functions as a mindfulness zone in which children can choose, or be sent, to spend time calming down in order to avoid poor choices being made.

### **Golden Tickets**

Classes collect golden tickets from teachers during the week. The class with the most golden tickets by the end of the week receives a reward.

### **Star of the Week Awards**

Each week, up to 3 children from each class are nominated for a Superstar's award. These are usually awarded for attitude and good behaviour.

### **Rights Respecting Schools**

We are a UNICEF rights respecting school. Children are aware of the rights that they have as a child and how they can ensure other children are receiving their rights. This is used as a discussion point to remind children how to behave in and out of school.



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## **PARENTAL INVOLVEMENT**

The successful education of our pupils depends on a close partnership between home and school. The staff and I welcome parents into school to visit, help, discuss problems and participate in school life. Many parents do come in to assist us and we rely heavily on parental help for out-of-school visits and other activities.

There are numerous special occasions during the school year when parents are invited into school, for example for our annual sports day, Christmas concerts and parents' meetings.

A Parent/Teacher Association was formed in 1981 called "Brackenwood Fund Raising Group" (BFG). BFG meet regularly on an informal basis with the dual objectives of organising fund-raising activities and developing the community spirit. All parents of children in the school are deemed to be members of this Association and parents are encouraged to participate in the numerous events organised each year.

The school uses a number of different strategies for maintaining good communication with parents, outlined below.

### **Letters**

- \* We **email** copies of all letters to parents who have signed up for Parentmail
- \* We put copies of all letters on the **school website and in the school foyer**.
- \* We have a **Twitter account- follow us @BrackenwoodJ**. All year groups also have Twitter accounts.

### **Short Notice Announcements**

We consistently give parents at least two weeks notice of school events. However, on occasions where decisions need to be made at short notice, we will:

- \* leave messages on the school information line (phone the school office and follow the prompts)
- \* place a message on the school website
- \* send alerts on Twitter

Parents are kept informed about school events and diary dates by a half termly newsletter and parents also receive letters at the start of each term giving details of any trips or events that require a financial contribution. Parents' views about the school are welcomed. An annual questionnaire is sent home and a suggestions/feedback box is accessible daily outside the school office. Parents are asked to keep the school office notified of any change of address and up to date contact numbers.

### **Homework**

We expect children to complete homework each week. They will be encouraged to read daily to an adult at home. Usually homework will consist of English and Maths tasks and occasionally the children will be asked to carry out a piece of work, or an extended project, in another subject. We subscribe to Spelling Shed and My Maths, internet based resources that children can access at home. We ask parents to ensure that they provide an appropriate environment and conducive atmosphere in which the children can carry out their tasks. Parental encouragement and praise is invaluable. Homework guidelines are distributed at learning links meetings in September.

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### **Meeting with teachers**

There will be 3 opportunities annually to meet with teachers. These opportunities are in the Autumn, Spring and Summer terms. At other times during the year parents are welcome to make an appointment to see their child's teacher to discuss any concerns. A formal written report is sent out towards the end of the Summer term. We also hold a curriculum meeting in September for all parents to discuss areas of the curriculum that the children will focus on for the term. This will be sent out in letter form in the Spring and Summer terms.

### **Complaints Procedure**

Complaints are usually settled quickly and informally at school level. However, the school has a complaints procedure for those parents who wish to pursue a complaint through more formal channels. A copy of the complaints procedure is available from the school.

### **Charging Policy**

Our school endorses the statement on charges for school activities issued by Wirral Education Authority that education provided in the school should be free and that no pupil's education should be affected. The school may invite voluntary contributions towards the cost of some curriculum based activities or trips and charge for additional activities (such as clubs) in order to cover costs..

### **HEALTH & SAFETY**

The Health and Safety of the children and staff is paramount.

#### **Security**

Visitors to the school are directed to the main entrance where a digital locking system is in use to control access to the main building. A 'Visitors Badge' is issued to authorised personnel who need to be in the building and all staff and pupils are encouraged to report unfamiliar people seen in school to the Administrator, Headteacher or senior member of staff.

When children are required to leave the school during the day due to illness or other reasons, the adult collecting the child must sign the pupil out of school. **Children are not allowed to leave the premises unattended during the school day.**

#### **Medicines**

Parents are discouraged from sending in medicines, but if necessary **and if** they are prescribed by a doctor to be taken **4 times a day**, they can be left at the office and will be administered by the administrator or the senior supervisor at lunch time providing written instructions are given by the parent/guardian. All medication must have the child's name clearly written on the pack/bottle. A log is kept of all medication administered. **In line with local authority policy, un-prescribed medicines cannot be administered by school staff.**

The school should be notified of all allergies or medical conditions.  
Children with asthma will have access to their inhalers at all times.

#### **First Aid**

The school's nominated first aiders are Mrs Jump, Miss Jones, Mrs Case, Ms Norman and Mrs Egan. The majority of non-teaching staff also have emergency first aid training. If the children bump their heads a note will be sent home. All accidents resulting in injury are recorded.

#### **Healthy Eating & Drinking**

The school encourages the children to think about what they eat and tries to promote a healthy diet. Children are encouraged to bring a water bottle daily to keep their brains hydrated. They are invited to bring in a healthy snack for morning break, such as a piece of fruit or a cereal bar. Toast, milk and fruit are available to buy at morning break from the canteen



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## **Privacy Notice for Brackenwood Junior School**

Brackenwood Junior School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### **Who Collects This Information**

Brackenwood Junior School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils.

### **The Categories of Pupil Information That We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including, ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;

### **Collecting This Information**

Whilst the majority of 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.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **How We Use Your Personal Information**

We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;

- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

### **The Lawful Basis on Which We Use This Information**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

### **Sharing Data**

We may need to share your data with third parties where it is necessary. 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's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.
- A number of additional agencies

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

### **Why We Share This Information**

We do not share information about our pupils with anyone without consent unless otherwise required by law.

For example, we share student's data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Storing Pupil Data**

The School keep information about pupils on computer systems and sometimes on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let the School Office know who can provide you with a copy of our policy.

### **Automated Decision Making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

### **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

## **The National Pupil Database**

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 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>

To contact DfE: <https://www.gov.uk/contact-dfe>

## **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, contact .

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 purposes 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 want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## **Right to Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Headteacher in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Headteacher, then you can contact the DPO on the details below:

-

Data Protection Officer Details: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Data Protection Officer Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

## **Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**BRACKENWOOD JUNIOR SCHOOL**

**Medical Register**

Schools are now required to keep a medical register for all children on roll. Please complete this form and return to school as soon as possible.

Name of Child.....

D.O.B. ....

**Medical Information**

Cross out the 'YES' or 'NO' which does **NOT** apply.

a) My child suffers from any of the following conditions as indicated:

Asthma	YES/NO	Bronchitis	YES/NO
Chest Trouble	YES/NO	Diabetes	YES/NO
Epilepsy	YES/NO	Fainting Attacks	YES/NO
Heart Trouble	YES/NO	Migraine	YES/NO
Raised Blood Pressure	YES/NO	Tuberculosis	YES/NO

If YES, please give full details:

.....  
.....

b) My child suffers from the following other conditions requiring medical treatment, including medication, as indicated. YES/NO

If YES, please give details:

.....  
.....

c) To the best of my knowledge, my child not been in contact with any contagious or infectious diseases, or suffered from anything recently that may become infectious or contagious.

d) Is your child allergic to any medication, insect bites, food etc.? YES/NO

e) Is your child taking any form of medication on a regular basis? YES/NO

If YES to c), d) or e) please give details:

.....  
.....



## **BRACKENWOOD JUNIOR SCHOOL**

### **Supporting the Transition Process**

Parents do not need to complete or return the following form, but doing so may enable us to support your child more effectively through the transition process.

Name of Child.....

D.O.B. ....

**If completing this form, please answer the questions below with your child. You do not need to give specific details but if you do so, these will be treated with strict confidence. We can also contact you to discuss any issues if you prefer. Please indicate this below.**

1. Does your child enjoy going to school?	
2. What does your child like most about going to school?	
3. Is there anything your child would change in order to make going to school more enjoyable?	
4. Does your child prefer to work alone, in pairs or in a group?	
5. Does your child feel safe in school?	
6. To your knowledge, has your child ever been the victim of bullying in school? If "yes", has this issue been fully resolved?	
7. Are there any relevant or unresolved social or domestic issues, situations or upheavals of which you would like the school to be aware?	
8. Does your child have any particular strengths, talents or hobbies?	
<b>My best friends are:</b>	
<b>People who are sometimes or often unkind to me are:</b>	

**This information will be very useful to ensure your child has a smooth transition into the Juniors.**

**Please do not hesitate to contact myself or your child's class teacher if there are any issues you would like to discuss in more detail**



# Brackenwood Junior School

<b>Name of Child:</b>		<b>Year Group:</b>		<b>Date:</b>	
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Dear Parents,

To help support the delivery of our curriculum we ask families to give permission for their children to participate in various school activities. Please note that this form will remain effective for the entire time that your child attends Brackenwood Junior School. Please sign each section and return the form to school at the earliest possible convenience.

<b>1. Permission for children to travel on coaches / buses as part of school trips relating to the curriculum.</b>	
Occasionally we use transport to take our children to the swimming baths or to visit museums, art galleries and other places of local interest as part of their curriculum.	<b>The school will ensure that:</b> * a full risk assessment is undertaken * the children are supervised at all times * buses and coaches are fitted with seatbelts * children are back at school during school hours unless specifically stated otherwise. * you are notified when this will happen

<b>I give permission for my child to participate in supervised visits using approved coach or bus travel.</b>		
	<b>Signature</b>	<b>Name</b>

<b>2. Permission for children to leave school to visit the local area for supervised visits / trips.</b>	
To help support the delivery of our curriculum, we visit local places of interest such as Port Sunlight, the library or other local schools.	<b>The school will ensure that:</b> * a full risk assessment has been carried out. * the children are supervised at all times. * correct adult / child ratios are followed. * you are notified when children will be visiting the local area.

<b>I give permission for my child to visit the local area for supervised visits or trips.</b>		
	<b>Signature</b>	<b>Name</b>

<b>3. Permission for children to be filmed or photographed in school.</b>	
We use photography and video to support children's learning and celebrate achievements. We use newsletters, our website, Facebook and Twitter to promote the life of the school and the activities in which the children engage. This will include using images or names of children engaged in school activities on these media platforms. Images and names will never be used in a way that allows anyone viewing them to link names of children to faces. We allow parents to film authorised events such as productions, special assemblies and sports days, provided that these are not posted on social networking websites. We allow visitors who are invited to work in our school to take photographs of the children they are working with.	<b>The school will ensure that:</b> * all photographs / videos are appropriate and related to educational purposes * no photographs / videos will be passed to any 3rd party without parental consent * all parents and carers are fully aware that photographs and videos taken at authorised events cannot be published on Internet or social networking sites

<b>I give permission for my child to be photographed or recorded as part of school activities.</b>		
<b>I understand that any photographs or recordings that I take at authorised school events (performances / sports day etc.) cannot be posted or shared on Internet or social networking sites. I am happy for visitors who are invited into school to take photos of the children they are working with for their own records.</b>	<b>Signature</b>	<b>Name</b>

<b>4. Permission for my child to take part in the following activities</b>	
<b>1. Food tasting</b> / making is part of the National Curriculum for Design Technology and will be used from time to time to promote experiences and cultures of other countries. We would like children to be able to participate in these sessions and enjoy the experience.  <b>2. PG Films</b> - Watching appropriate PG films	<b>The school will ensure that:</b> * we check all children's dietary needs and requirements (see separate form) * food is stored and prepared correctly * children are encouraged but never forced to participate in these activities * high levels of hygiene are maintained

<b>I give permission for my child to participate in food tasting activities and watch appropriate PG films.</b>		
	<b>Signature</b>	<b>Name</b>

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to Headteacher asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

<b>I agree to consent to images of my child being used on the school's: -</b>	<b>Agree</b>	<b>Disagree</b>
Website		
Twitter Feed		
Facebook Page		
Instagram		
YouTube Channel		
Newsletters		
School prospectuses, flyers, leaflets and brochures		
Other promotional material (such as banners, signs and displays)		
Advertising in newspapers and other media		
In and around the school building		
In promotional materials to show the history of the school		
To photographs being taken of my child (individual and group photos) by the school photographer. The group photos will be made available for other parents to purchase.		

I consent to my child's images being used by the school in the media formats as set out above

Signature:

Date:

## **BRACKENWOOD JUNIOR SCHOOL - ADMISSION FORM**

SURNAME: ..... FORENAME: .....

DATE OF BIRTH: ..... OTHER NAMES: .....

ADDRESS: ..... SEX: MALE / FEMALE

..... PREVIOUS SCHOOL: .....

POST CODE: .....

HOME TELEPHONE No. .... MOBILE .....

EMAIL: .....

Should an emergency occur at school it is sometimes necessary to contact a parent/guardian or person who may be reached to act on your behalf during the daytime. Please indicate below where a parent/guardian may be contacted during daytime hours and at least two other emergency contacts.

### Parent/Guardian Place of work/Contact

Name: ..... Daytime Tel No. (+ extn) .....

### Emergency Contacts:

1. Name: ..... Relationship to Child .....

Tel No. (+Extn) ..... Place of Contact .....

2. Name: ..... Relationship to Child .....

Tel No. (+Extn) ..... Place of Contact .....

3. Name: ..... Relationship to Child .....

Tel No. (+Extn) ..... Place of Contact .....

Travel arrangements: Please indicate your normal mode of travel to/from school:

Walk ☐ Car ☐ Taxi ☐ School coach ☐ Public Transport ☐

Name of Family Doctor: .....

Address of Doctor/Practice: .....

Does your child have any medical problems of which you wish the school to be aware?  
If Yes, please give details:

.....

## Brackenwood Junior School Home School Child Agreement

As members of the school community, we hope that we will work very closely together so that your child will have a happy and successful time at school. Your child's education will be greatly enhanced if we are able to develop a partnership, which is for your child's benefit.

An effective link between home and school will ensure that your child develops intellectually, socially and emotionally and is able to take full advantage of all the school has to offer. In order to achieve this we ask that you read through this Home School Agreement with your child and sign the boxes to indicate that you and your child understand what is expected of you. The teachers at school will do the same.

### School will:

- Care for your child's safety and happiness.
- Be opening and welcoming and offer opportunities for you to become involved in the daily life of the school.
- Encourage children to do their best at all times.
- Encourage children to take care of their surroundings and others around them.
- Let parents know about any concerns or problems that affect their child's work or behaviour.
- Arrange Parents' Evenings during which progress will be discussed.
- Inform parents, through learning links sheets, what the children will be learning each term.
- Provide regular homework each week (reading, spelling, other English work, Maths work and topic work).

Teacher's Signature:	Date:
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### Parents/Carers will:

- Make sure that the child attends school regularly and on time.
- Provide an explanation if the child is absent from school.
- Stay up to date with communications (e.g. newsletters, letters) and help us by responding promptly if required.
- Attend parents' evenings to discuss the child's progress.
- Make the school aware of any concerns or problems that might affect the child's work or behaviour.
- Support the school's behaviour policy.
- Ensure that the child completes all homework set by the school.
- Work with the school to support the child in all activities.
- Avoid booking holidays for children during term time.
- Ensure your child is properly dressed in school uniform and school shoes at all times.

Parent's signature:	Date:
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### Child:

- I will try my best to keep to the school's rules and code of conduct.
- I will try my very best with all my school work, including homework, even when things seem difficult.
- I will listen attentively and follow instructions appropriately from all school staff.
- I will ask for help when I am having difficulties with my work.
- I will tell my teacher if someone is bullying me or I am unhappy.
- I will respect all property, including things which belong to the school, to other people or to me.
- I will try to be on time for school every day with the appropriate equipment and clothing.
- I will respect the thoughts and feelings of others by thinking carefully about the words I use and actions I take.

Child's Signature:	Date:
Child's Name:	Class:

# Brackenwood Junior School

## Responsible Use of Internet and Social Media

Whenever I use laptops, IPADS, IPODs, mobile phones or any additional devices that allow us Internet and Social Media access, I will follow these rules in order to be fair to others and to keep everyone, including myself, safe.

- I will ask permission before entering any website, unless an adult has already approved that site.
- I will not look at or delete other people's files.
- I will not bring portable memory devices into school, or download files from online storage.
- I will only communicate with people I know, or with whom an adult has approved.
- The messages I send will be polite and sensible.
- When sending electronic messages, I will not give my home address or phone number, or arrange to meet someone.
- I will seek permission from an adult before opening an e-mail or an e-mail attachment sent by someone I do not know.
- When in school, I will not communicate using social media without permission from an adult.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell an adult immediately.
- I know that the school may check my work files and may monitor my online and social media activity.
- I understand that if I deliberately break these rules, I could be stopped from using ICT equipment in school.
- I understand that these responsibilities for safe Internet use extend beyond the school day and must abide by these principles when using ICT outside school.

**Please read this notice and if you are unsure, ASK!**

Please complete, sign and return to the Class Teacher

**NAME:**

**CLASS:**

### Pupil's Agreement

I have read and understand the rules for responsible Internet use which I agree to follow at all times. I will use these ICT systems in a responsible way in order to keep everyone safe.

Signed:

Date:

### Parent's Consent for Internet Access

I have read and understood the school rules for responsible internet use (above) and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature of content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the internet facilities. I will support the school in ensuring that my child continues to use the internet and social media responsibly outside school and will abide by the terms and conditions as stipulated in the terms and references provided by the social media companies.

Signed:

Date:

Please print name:

### Parents Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date:

# Brackenwood Junior School

## *Learning for Life*



Headteacher: Mr. C. Holmes MMUS.PGCE.NPQH

Dear Parents and Carers

**Apply for Free School Meals...**  
**it's quick and easy using the online form at:**

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

If you are receiving certain benefits, a FREE tasty and nutritious school meal is available for your children at Brackenwood Junior School BUT YOU MUST APPLY!

Look at the benefits:

- A free school meal for your child, which is good for their health and could help their learning.
- Savings for you, worth over £350 a year.
- Extra money for the school through Pupil Premium, worth at least £900 a year.

Remember. Just registering your child for Free School Meals means that Brackenwood Junior School receives the extra money even if you don't take up the free meal. No one will know you have registered and it will not affect any other benefits you are claiming.

If you want further information then please contact the school office or email at the address below; everything you say will be treated in the strictest confidence.

Yours sincerely

Mr C Holmes  
Headteacher

## Do you qualify?

Your child will be eligible for Free School Meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Pupils can qualify for Free School Meals if they get any of these benefits themselves.

**Come and talk to us if you're not sure.**

## How does it work?

1. Checking whether you qualify and registering is really quick and easy – do it online at:  
<https://www.cloudforedu.org.uk/ofsm/sims-wirral/>
2. If you want your child to have a free, healthy meal at lunchtime that's great – they will get the free meal (saving you more than £350 a year) and the school gets extra money to help your child and others in their class.
3. If you don't want your child to have a free school meal they can continue as normal – as long as you qualify, and are registered, the school still gets the extra money.



# Brackenwood Junior School

## *Learning for Life*



Headteacher: Mr. C. Holmes MMUS.PGCE.NPQH

### OFSM Check – Consent Form

I agree that you will use the information provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I agree that the information may be used to ensure accuracy of records across the local authority and the check against fraud.

I agree that you can inform the school(s) attended by my child of their initial and ongoing entitlement to free school meals.

Eligibility is based on one of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of 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 four weeks after you stop qualifying for Working Tax Credit

To complete an application you will need to provide:

Your name	
National Insurance Number or National Asylum Support Service Ref Number	
Your Date of Birth	
Relationship to child	
Your Email	
Your Phone Number	
Home address (first line and post code)	
Childs name	
Childs Date of Birth	
Childs gender	
School that they attend	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



Norbury Avenue, Bebington, Wirral, CH63 2HH

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e-mail: [schooloffice@brackenwood-junior.wirral.sch.uk](mailto:schooloffice@brackenwood-junior.wirral.sch.uk) website: [www.brackenwoodjuniors.co.uk](http://www.brackenwoodjuniors.co.uk)