



St. Peter's C.E. Primary School

Parent Newsletter

Autumn term 2023



**"For I know the plans I have for you", declares the Lord
"plans to prosper you and not to harm you, plans to give
you a hope and a future." Jeremiah 29:11**

"Learn, Sparkle & Shine..."



Learn



Knowing more today than I did
yesterday and more tomorrow than I
do today!

Allow for the development of wisdom, knowledge and skills.

Sparkle



Sparkling is **knowing who I am,**
what I love and **being proud to be me.**

Allow for the development of individuality; character development, hope,
aspiration, courageous advocacy.

Shine



Sharing kindness, love and joy with
other people.

Allow for the development of community spirit – living well together.



**In the same way, let your light shine before
others, that they may see your good deeds and
glorify your Father in heaven.**

Matthew 5:16

"Learn, Sparkle & Shine..."



Dear parents,

Welcome back. Autumn term is always a busy one, with lots going on and it is great to be able to send you a healthy calendar of events. Please take a few moments to read through this newsletter, and make a note of any forthcoming events, so you can be prepared. If you would like a paper copy, please let your child's teacher know and we will send one out to you.

In addition to the calendar of events there is also a whole raft of statutory information that I am obliged to send you. This includes;

- How our school ICT systems filter information that can be accessed.
- Privacy notice - how we collect, store and process data about you and your child
- Safeguarding information
- Operation Encompass
- Attendance and holidays in term time
- Late collection from school
- Y6 pupils - how to apply to secondary school

These statutory notices are at the end of the newsletter for your reference

Our theme this term

Throughout this term we shall be thinking about the Christian Value of friendship and how important it is to encourage each other and raise each other up. Remember we rise by lifting others. We will be working hard to help our children identify the behaviours associated with being friendly and how we can support each other through challenging moments.

"For I know the plans I have for you", declares the Lord "plans to prosper you and not to harm you, plans to give you a hope and a future." Jeremiah 29:11

"Encourage one another and build each other up!"

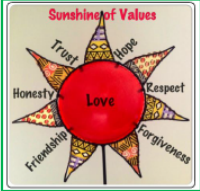
Autumn 1 2023



ENCOURAGE ONE ANOTHER AND BUILD EACH OTHER UP

1 THESSALONIANS 5:11

Christian Value Friendship



Sunshine of Values



In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.
Matthew 5:16
"Learn, Sparkle & Shine..."



Picture News

Our Shared British Values I Really Do Matter

Rule of Law

- I value and understand the importance of rules and laws
- I follow school rules and understand why there is a consequence if I do not
- I understand that everybody is responsible for rules and laws
- I know rules are there to protect me

Mutual Respect and Tolerance

- I know my behaviour, actions and words can affect others
- I understand and respect that not everyone is the same as me and everyone needs to be treated as an individual
- I know that life is not the same for everyone
- I understand that people's faiths and beliefs are different, and I respect that

Individual Liberty

- I make the right choices
- I take responsibility for my actions
- I understand the consequences of my actions
- I manage risks
- I know how to exercise my rights and freedoms in an appropriate way

Democracy

- I know I have a voice and my opinions will be heard
- I can listen carefully to others
- I know how to discuss an issue in a calm way and can show respect for others even if I disagree
- My vote counts

What matters to me?

What do I do if I don't think something is right or fair?

Can I be friends with someone who doesn't believe the same things that I do?

How can I make a difference?

How can my voice be heard?

One of the things we can always choose to do is to support others, who are less fortunate than ourselves. To support us with this endeavour, each class has their own dedicated charity and across the year, the children plan activities to support their class charity.

Last year we raised over £4000 for various charities including Children in Need, comic relief, Save the Children Christmas Jumper Day, British Heart Foundation, Race for Life (Cancer Research), and National Autistic Society. Look out for our various charity events coming up this term in the diary.

Class Charities

EYFS Cancer Research
 Y1 Christian Aid
 Y2 British Heart Foundation
 Y3 Cystic Fibrosis
 Y4 Mind
 Y5 World Vision
 Y6 Gathimba Edwards Foundation
 Sparkle Room – National Autistic Society



"Learn, Sparkle & Shine..."

Staff update

Congratulations to Miss Brooks (Y1 now Y2) who got married over the holidays and is now Mrs Whitehead. We wish her and her new husband every happiness.



Good luck to Mrs Scott who takes up her role of co-head teacher working alongside Mrs Williams to ensure the school maintains the highest of standards in all areas.

School opening times

[The following information is taken from our website.](#)

The morning bell will ring at 8.40am and school gates will be opened at this time. At this time pupils in Reception to Year 4 are able to 'stroll' quietly and sensibly to their classroom. Lessons for Reception to Year 4 commence at 8.45am and the register is taken at this time. Children in Year 5 and Year 6 can then sensibly enter the building at 8.50am, once the YR to Y4 children are in their classroom. Lessons for Year 5 and Year 6 commence at 8.55am and the register is taken at this time. A second bell will ring at 9am. At this time ALL the exterior gates will be locked and all children arriving after this time must enter through the main front entrance and sign in to school on the school 'inventory' system. This will result in a late mark in the register. Please note the KS1 gates will be locked at 8.55am.

Any child who demonstrates a pattern of persistent lateness will be invited to school to discuss strategies to support good attendance and punctuality.

Our motto is attend today = succeed tomorrow!

Reception to Year 4 children finish school at 3.15pm, which equates to 32.5 hours per week of compulsory education.
Year 5 and 6 children finish school at 3.25pm, which equates to 32.5 hours per week of compulsory education.

School streets – please do you bit to support our children!

Each Tuesday we operate a 'school street' programme, whereby we close the streets around school to make it safer for our pupils to walk to school. Should your journey require a car we encourage parents to park on Tesco car park and walk the short 3 minute journey to the school, along Bradford St.

The road closures require adult volunteers to supervise the road barriers. This is a vital role, necessary for the continued success of the school street programme. If you are able to offer some time each Tuesday, either before or after school to help us with this valuable initiative we would love to hear from you. We would really appreciate it and although we cannot offer payment, we can offer you a hi-viz jacket and we are ordering thermal mugs for your hot drink whilst at your post! We are also in discussion with Tesco about starting a loyalty card, whereby each time you volunteer you would get a card stamped by school – 5 stamps would get you a free drink!!! Most importantly though you would be doing a fantastic service, supporting the community and helping to keep the children safe and healthy!



Parking on zig zag lines

The law on yellow zig-zag lines;

The Highway Code states that drivers 'MUST NOT wait or park, or stop to set down and pick up passengers, on yellow zig-zag school entrance markings.

- If the yellow zig-zag lines have signs informing motorists the hours of operation, then these can be enforced legally by the local council via traffic wardens or CCTV to issue penalty charge notices (PCNs). Outside listed hours of operation drivers are legally allowed to park – unless the presence of single or double yellow lines would indicate otherwise



Holidays in term time



Holidays must not be taken during term time as this has an extremely detrimental effect on your child's education.

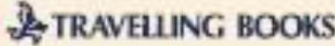
The long term cost to your child's education of going on holiday in term time, far outweighs the short term gain of the holiday at the time. The £60 fixed penalty notice is the least of the costs; it is the impact on your child's future educational success that presents the greatest cost. Children miss vital learning that cannot be repeated. It is widely acknowledged that mental health and personal well-being flourish when children have good routines and engage with their learning. Holidays in term time are disruptive on both counts. **I urge you to prioritise the long term benefits of regular school attendance, over the short term impact of a holiday in term time.**

[The holiday list for 23-24 is now on our website and is available here.](#)

Meet the teacher dates

Class	Date and time
Both Y1 classes	Wednesday 13.9.23 2.30pm
Both Y2 classes	Wednesday 13.9.23 9am
Y3B Miss Bailey	Thursday 14.9.23 2.45pm
Y3G Mrs Smalley	Wednesday 13.9.23 2.45pm
Y4B Miss Porteous	Tuesday 12.9.23 9.15am
Y4G Mr Wakes	Thursday 14.9.23 9.15am
Y5B Mrs Sharples/Mrs Buckley	Tuesday 19.9.23 3pm
Y5G Mrs Simmons	Wednesday 13.9.23 9.15am
Both Y6 classes	Friday 15.9.23 9am

Scholastic book fair – next week Monday to Thursday after school

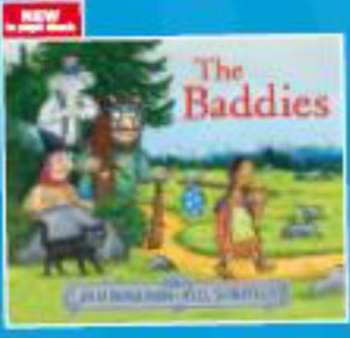
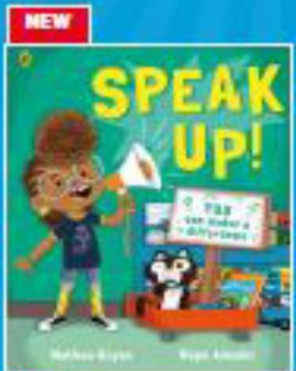
 

COME TO
the BOOK FAIR!



LAST YEAR, YOUR SUPPORT HELPED TO DONATE
OVER £5.3M BOOKS TO SCHOOLS NATIONWIDE





Week beginning Monday 11th
September in the school hall
from 3:30pm.



“Learn, sparkle & shine...”

Also available on the website; www.st-peters-farnworth.bolton.sch.uk.

School dinners

May I remind you that children cannot swop from school dinners to packed lunches without at least the notice of one week. Dinner numbers and food orders are difficult to keep track of and if children swop between dinners and packed lunches the numbers are often wrong, leading to wasted food and therefore wasted money. Children can go on to school dinners at any time, but must give notice if they wish to stop taking a dinner.

For those children who choose to bring a packed lunch please be aware that this must be a HEALTHY option and also must be in a SEALED container to avoid contamination. Packed lunches must not be brought in plastic bags, as the children tend to leave these lying around with half eaten sandwiches left in them. By ensuring children bring home their lunch box each day, you can ensure that it is washed and germ free ready for the lunch the next day.

What's on the menu			School Meals Spring/Summer Standard Menu May – October 2023
Week One	Week Two	Week Three	
Large slice margherita pizza (v) Vegetable ravioli served with crusty bread (v) Filled jacket potato Seasonal vegetables and salad Fresh fruit platter  Chicken and sweetcorn wrap (v) served with rice Baked pork sausages with gravy Vegetable sausages with gravy (v) Potato mash Seasonal vegetables and salad Oat cookie and orange wedge  One pot chickpea and tomato pasta (v) Roast chicken in gravy Quorn fillet in gravy (v) Roast potatoes Seasonal vegetables and salad Strawberry cheesecake Pasta bolognese Open cheese and potato pie (v) Filled jacket potato Seasonal vegetables and salad Ice cream roll MSC Golden fish fingers Baked fishless fingers (v)  Vegetable samosa (v) Chipped potatoes or rice Baked beans and salad Chocolate mousse	Sweetcorn and pepper pizza (v) Filled jacket potato Quorn sausages with gravy (v) Oven baked jacket wedges Baked beans and salad Fresh fruit platter  Meatballs in a rich tomato sauce served with pasta (v) Meat pie Quorn fillet in gravy (v) Potato mash Seasonal vegetables and salad Ice cream tub Mild chicken curry served with rice and naan bread Filled jacket potato Cheese panini (v) Wholemeal pasta Seasonal vegetables and salad Decorated jelly Beef tagine served with cous cous Oven baked chicken with tomato pasta Vegetarian sausage roll (v) Salad potatoes Seasonal vegetables and salad Blueberry muffin  Chicken and chive aioli wrap (v) Open salmon mayonnaise roll MSC Harry Ramsdens battered fish Chipped potatoes Seasonal vegetables and salad Ginger biscuit and orange wedge	Cheese whirl (v) served with a jacket potato Tuna pasta bake Filled jacket potato Baked beans and salad Fresh fruit platter Sticky beef stir fry served with savoury rice Sausage roll or vegetarian sausage roll (v) served with spaghetti hoops Tuna salad with a wholemeal thin Seasonal vegetables and salad Frozen yoghurt Large slice margherita pizza (v)  Filled jacket potato  Meatballs in gravy (v) Potato mash Creamy coleslaw Seasonal vegetables and salad Shortbread Selection of sandwiches – tuna or ham Beef burger with gravy Quorn patty with gravy (v) Oven baked jacket wedges Seasonal vegetables and salad Chocolate cookie Mac and cheese (v) Filled jacket potato MSC Golden fish fingers Potato waffles Seasonal vegetables and salad Honey, oats and fruit topped yoghurt	
Available daily: fresh chopped salad, fresh fruit, yoghurt and drinks. Availability of products and serving days may vary slightly between schools - contact your school for more details. Week One 15/05/23, 12/06/23, 03/07/23, 04/09/23, 25/09/23, 16/10/23 (v) = Vegetarian  Plant Based	Week Two 01/05/23, 22/05/23, 19/06/23, 10/07/23, 11/09/23, 02/10/23, 23/10/23	Week Three 08/05/23, 05/06/23, 26/06/23, 17/07/23, 18/09/23, 09/10/23 Bolton Council	

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Also available on the website; www.st-peters-farnworth.bolton.sch.uk

Diary Dates

Week 1	5.9.23	School reopens
	7.9.23	Bolton Music Service concert y1 – Y4
Week 2	11.9.23	Scholastic book fair in school – see poster 3.30-4.15 Monday to Thursday
	13.9.23	9am Y2 Meet the teacher event 9.15am Y5G Mrs Simmons Meet the teacher event 2.30 Y1 Meet the teacher event 2.45 Y3G Mrs Smalley Meet the teacher event
	14.9.23	Peapods parent & toddler group recommences 9.15am Y4G Mr Wakes meet the teacher event 2.45pm Y3B Miss Bailey Meet the teacher event
	15.9.23	9am Y6 Meet the teacher event
	Saturday 16.9.23	10am Café church in the studio
Week 3	18.9.23	WOW workshop for Y4 B & G
	19.9.23	3pm Y5B Mrs Buckley & Mrs Sharples meet the teacher event
	20.9.23	WOW workshop for Y3 B & G
	20.9.23	Y5/6 tag rugby at St John's – children selected will be informed
	21.9.23	Farnworth matters event at Highfield for some Y5 children – those selected will be informed
Week 4	25.9.23	Y5B food technology
	26.9.23	Y5G food technology
	26.9.23	European day of Languages – Madame Harris in Ks2 Red, white and blue day – come in own clothes day
	27.9.23	Y4G food technology
	28.9.23	9.30-10.30am Macmillan coffee morning – more details to follow
	29.9.23	Y6G food technology
Week 5	ALL WEEK	Y5 swimming lessons to commence – more details to follow Every day for the entire week
	2.10.23	Y6B bikeability
	2.10.23	Y3G food technology
	3.10.23	Y3B food technology
	3.10.23	Y6B bikeability
	3.10.23	Y6G to Bolton ICT centre - Lego workshop
	4.10.23	Y6G bikeability
	4.10.23	Y4B food technology
	4.10.23	Y5/6 5-a side competition at All Saints - children selected will be informed
	5.10.23	Y6B to Bolton ICT centre - Lego workshop
	6.10.23	Y6B food technology
	Sunday 8.10.13	All age service at St John's - some children will be asked to read prayers
Week 6	ALL WEEK	Y6 swimming lessons to commence – more details to follow Every day for the entire week
	10.10.23	Beauty and the Beast theatre production in school
	11.10.23	Y1/2 multiskills at Highfield– children selected will be informed
	11.10.23	Parents evening In person event in school. Appointment system will open beforehand.
	13.10.23	England footballer Amir Azeem to work with Y5 children as part of the Farnworth Matters

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Also available on the website; www.st-peters-farnworth.bolton.sch.uk.

Week 7	ALL WEEK	Y5/6 swimming lessons to continue for those children who have not met Ks2 standard at the end of their first block – more details to follow. Every day for the entire week
	18.10.23	Harvest services in school 9.15 Ks1 led by Y2; family welcome to watch 10.30 Ks2 led by Y4; family welcome to watch
	18.10.23	Y1/2 Curling competition at Cherry Tree - children selected will be informed
	19.10.23	MFL tournament at St Peter's
	Saturday 21.01.23	10am Café church in the studio
Week 8	23.10.23	Diversity and cultures week - linked to aspirations Dance workshops
	23.10.23	Autumn disco EYFS 3.30-4.30. Ticket event.
	24.10.23	Autumn disco Ticket event. Y1/Y2 3.30-4.30. Y3/4 4.45-6.00 Y5/6 6.15-7.15
	25.10.23	Non uniform Aspiration day - Come to school dressed as your future self.
Half term Thursday 26.10.23 – Sunday 5.11.23		
Week 1	7.11.23	Flu vaccinations
	8.11.23	Y3/4 5- a side competition at OLOL - children selected will be informed
	9.11.23	Teeth brushing health visitor in YR
	10.11.23	Remembrance Service led by Y5 9am Y5 families welcome to watch
Week 2	13.11.23	School photograph day
	15.11.23	Y3 trip to Eureka. Payment via parent pay.
	17.11.23	Children in need day – fund raising activities and dressing up day – more details to follow
	Saturday 18.11.23	10am Café church in the studio
Week3	21.11.23	Y5G decoding workshop at Bolton SICT
	22.11.23	Y1/2 Benchball competition at St. Gregory's- children selected will be informed
	23.11.23	Y5B decoding workshop at Bolton SICT
	Diary of Christmas events to be confirmed and sent out this week with extra dates to the ones below.	
Week 4	27.11.23	Y6 to GM police museum. Payment via parent pay
Week 5	5.12.23	Y5 to Stockport Museum. Payment via parent pay.
	8.12.23	Christmas Jumper day in aid of save the children charity
Week 6	11.12.23	Whole school trip to Victoria Halls Panto 1.30pm. Payment via parent pay
	Saturday 16.12.23	10am Café church in the studio
Week 7	20.12.23	Rock kidz in school - Christmas party
	20.12.23	Christmas bingo 6pm
	21.12.23	Christmas bingo 6pm
	22.12.23	School closes at 3.23pm.

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Also available on the website; www.st-peters-farnworth.bolton.sch.uk.

Uniform

We wish to remind you about the school uniform requirements, particularly footwear! Please support us in trying to ensure that children wear sensible, black shoes. Trainers and other footwear are not suitable for school, as they tend to tread dirt in to the building – and we are really trying to keep it as clean as possible.

Light blue shirt or polo shirt. (For Reception Classes Polo Shirt is recommended).

Bottle green pullovers/sweatshirt/cardigan

Grey trousers/skirt/pinafore

Light blue blouse or polo shirt. (For Reception Classes Polo Shirt is recommended).

Blue or green check summer dress

Black shoes

PE kit is dark shorts and white shirt – pumps are optional for indoor PE.

As always your support in helping us to maintain the standards you expect of us is appreciated. We are an outstanding school, and we know many parents choose us because of the high standards we achieve and insist upon – your help with ensuring uniform standards are maintained is very much appreciated.

Uniformd – pre loved on line uniform shop

Please visit our on line uniform shop if you need to restock on uniform items. There are many items on sale, all of which are clean and most are good as new, some are even still in their original packaging. They are all at much reduced prices and are a real bargain. Please click on the image below to reserve your items. We have a number of checked summer dresses in stock.



PE kits

A number of children regularly forget their PE kit thus needing to borrow a kit from the spare stock in school. We would ask that you ensure that your child brings his/her PE kit into school at the beginning of each half term. They can then remain in school until the end of the half term.

Statutory Information

Y6 applying to secondary school

The online website for year 6 parents to apply for secondary school 2024 is now open and the link is here [Secondary school places – Bolton Council](#).

Parents need to register on the Citizen Portal, then add child's details and apply.

Information about applying and school admission criteria can be found on this link [Secondary school places – Bolton Council](#).

If you are a school with children who live in other Local Authorities, they can apply for Bolton schools but need to do that via their home local authority.

Secondary School open days

Parents/Carers need to check with schools and on school websites for up to date information regarding open days/evenings.

The closing date for applications is **31st October 2023**. It does not matter when parents apply but they need to apply by the closing date. Offer day for secondary school places will be 1st March 2024.

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Also available on the website; www.st-peters-farnworth.bolton.sch.uk.

On line filtering information

I am writing to you today to inform you about the filtering and monitoring practices that we have in place at our school. These practices are in line with the keeping children safe in education statutory guidance for 2023.

The purpose of filtering and monitoring is to protect children from harmful content online. We use a variety of tools to filter and monitor internet access, including:

- Web filtering software that blocks access to known harmful websites
- Content filtering software that blocks access to specific types of content, such as pornography or violence
- Real-time monitoring software that tracks internet activity and alerts us to potential problems

In addition to the filtering and monitoring practices described above, we also have a number of other safeguards in place to protect children from harm online. For example, Staff will direct children to access a limited number of websites on a day-to-day basis, all of which have been carefully vetted by our staff and deemed to be educationally beneficial. Children will not be able to have unregulated interaction with anyone online.

All online activity will be monitored by staff, and parents, as always, will be notified if any inappropriate or concerning behaviour is detected.

Rest assured that our staff team are trained to identify and respond appropriately to harmful content. We continue to work hard to ensure that your children remain safe online whilst receiving a very high standard of teaching and learning. We believe that these practices are essential to protecting children from harm.

We would encourage parents to talk to their children about online safety and to monitor their online activity. By working together, we can help to keep children safe online.

If you would like to discuss our monitoring & filtering practices in further detail or any other online safety issue, please do not hesitate to contact me.

Privacy notice

We need to hold personal information about your child on our computers systems and in paper records to help us with their educational needs.

Your Headteacher is responsible for their accuracy and safe keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's record is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

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Also available on the website; www.st-peters-farnworth.bolton.sch.uk.

To ensure your child's privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

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 ensure we have a lawful basis for processing the data.

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 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 school stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The longest period that we can hold your child's information is until the child reaches the age of 25, at which point all data will be removed from our systems.

Sharing Information

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

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.
- NHS to carry out vital check of health of your child(ren). You will always be informed when these are taking place and in the circumstance where non statutory data is requested.
- Where applicable with MATS, academies and federations

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- School nurse
- Safeguarding services
- Services providing activities

This list is non exhaustive and may branch in to several other services and providers
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 length of time for which we hold pupil data varies according to the type of data. More information can be found in our Information Management Policy, which can be found on our website at www.st-peters-farnworth.bolton.sch.uk

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>

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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 General Data Protection Regulations, 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, please contact our data protection officers directly, who will arrange for this to happen within the required time.

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

Parent / Carer information

The School will also store basic information such as name, relationship and contact details for all parents / carers on our system so that we can contact you, and to help maintain the safety of our children. We will retain this information for the period that your child is at the school. This data will also be subject to the conditions as outlined in this notice.

Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1682
- Email data@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

Please note that should you instigate any of your rights under this act, your basic information will be shared with the data protection office who will make contact with you to support you through the processes and procedures.

If you have a concern about the way we are collecting or using personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Please remember if you have any problems or issues, to get in touch with any member of staff. We are always here to help and support our children and families

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Also available on the website; www.st-peters-farnworth.bolton.sch.uk.

Child Protection and Safeguarding Children Policy for Parents and Carers



Bolton Safeguarding Children

Keeping children safe in Bolton

“In Bolton, all agencies work together with families, to promote the well being of children and keep them safe.”

If you have a safeguarding concern please ring Mrs Percival, our Designated Safeguarding Leader.

Our aim at St. Peter's is to ensure our children are able to

“Learn, Sparkle & Shine...”

We therefore seek to provide help and support as early as possible, to remove any possible barriers, preventing this aim from being achieved.

We work in accordance with the guidelines set out in [Bolton's framework for action \(click here for a summary\)](#)

Bolton help and support continuum



The full policy for safeguarding children at St. Peter's [can be found here on our school policies page.](#)

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A summary of our policy can be found below. Correct as at 1st September 2023

We strive to ensure that all our students remain safe and free from harm, and we are committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, we have a legal duty to safeguard and promote the welfare of children and young people, and to have a child protection policy and procedures in place, which should be shared with you, to address concerns about the safety and protection of children and young people.

Through our day-to-day contact with students, and direct work with families, our staff have a crucial role to play in noticing indicators of possible abuse, neglect, and exploitation. Parents/carers should be aware therefore, that where it appears to a member of staff that a child or young person may have been abused, we are required, as part of the local child protection procedures to report this concern to Children's Social Care (known as the Integrated Front Door) immediately. Therefore, to avoid any misunderstandings, parents/carers of students who sustain accidental injuries such as cuts/bruises/fractures should inform us **without delay** and explain the cause.

Principles • Children and young people have a right to be safe. • Parents/carers have a right to be informed of any concerns. • Children and young people are best protected when we work together with parents/carers.	Partnership • Please speak to us if you have any concerns. • We will inform parents/carers of any concerns we have and will offer help and support as necessary. • We will seek your permission to share information. • We will involve you and actively encourage you to participate in any meetings regarding your child. • We will consult with other agencies when we have concerns that a child or young person may have been abused, neglected, or exploited. * (providing this does not compromise safety)
Prevention • We aim to offer help and support at the earliest opportunity as needs emerge (Early Help). • We have a comprehensive PSHE curriculum that teaches our students about keeping safe. • We will take positive action to prevent children and young people from abuse, neglect, and exploitation through the development of an open culture that informs children and young people of their rights and encourages them to speak about any concerns. • We will provide parents/carers with information to help you to keep your child safe out of school	Responding to Concerns • We will listen to parents/carers who raise concerns about their child and offer support. • We will refer all allegations or concerns that a student has been, or is likely to be, abused, neglected, or exploited to The Integrated Front Door. • We will put support in place as soon as we are aware of any concerns this may include completing an Early Help Assessment.

Child on Child Abuse

- Physical and emotional abuse of children by other children will not be tolerated and will be dealt with. Parents/carers will be kept informed of actions taken. Concerns regarding abuse will be referred immediately to Children's Social Care (The Integrated Front Door) and the police.

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- Parents/carers or students can report abuse by contacting social care on 01204 335100. Sexual abuse can also be reported through a [Dedicated helpline for victims of abuse in schools | NSPCC](#) and [Stop abuse together \(campaign.gov.uk\)](#)
- We will ensure students are believed and listened to and support is put in place. This may include a safety plan. Sanctions will be put in place where required.

Emotional health and wellbeing

- We aim to support any students who experience any difficulties with their emotional health and wellbeing. Please speak to a member of staff for more details and support can be accessed at Be Kind to My Mind [here](#)

Domestic Abuse

- As part of Operation Encompass, we receive notifications from the police relating to domestic incidents when children/young people live in the household. The aim is for us to offer advice and support.
- Parents and carers are encouraged to speak to us about domestic abuse.
- Services can be accessed at Fortalice 0800 2000247 and 01204 365677 and Endeavour 01204 394842

Online Safety

- Children can be harmed and abused online and therefore we have measures in place to protect them. We also teach students how to keep safe online.
- It is important that Parents/carers have adequate safety measures in place at home, that children receive consistent messages of how to keep safe online and that they are appropriately supervised

Child Protection Strategy Meetings and Conferences

- If circumstances require, a member of our staff will attend strategy meetings and child protection conferences and will share information. This information will be shared with parents/carers beforehand where possible. We will keep confidential child protection records separately from a student's academic and other records. And these will be transferred to their future school/college.

Confidentiality

- Information from any source, including parents, about possible child abuse cannot be kept confidential.
- Information and records about children who are the subject of a Child Protection Plan will be given only to those people who need it and will be kept strictly confidential by them.

If parents have any concerns, they should contact:

Mrs L Williams or Mrs J Scott or Mrs S Percival

Encompass Parents Awareness

Our school is part of a project that runs in partnership with Bolton Safeguarding Children Partnership and Greater Manchester Police.

The project, Bolton Encompass, has been designed to provide early reporting to schools of any domestic abuse incidents that occur outside of school but which might have an impact on a child attending school the following day. This information will be shared on school days during the school term. When incidents occur on a Friday, Saturday or a Sunday, the police will contact the relevant school the following Monday.

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A nominated member of school staff, known as a Key Adult, is appointed to liaise with the police. At *St. Peter's CE Primary, Farnworth* our Key Adults are Mrs L. Williams and Mrs S Percival. They will be able to use information that has been shared with them, in confidence, to ensure that the school is able to support children and their families. Information will be shared where it is identified that a child or young person was present, witnessed or was involved in a domestic abuse incident. We always endeavour to offer the best support possible to our pupils and believe that Bolton Encompass is going to be beneficial and supportive for all concerned children and families

Some information about Encompass is included below but if you would like more information about this initiative, details can be viewed online at www.st-peters-farnworth.bolton.sch.uk or you can contact our Key Adult at school.

Bolton Encompass

The purpose of Bolton Encompass is to safeguard and support children and young people who have been involved in or witness to a domestic abuse incident. Domestic abuse impacts on children in a number of ways. Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene. Even when not directly injured, children are greatly distressed by witnessing the physical and emotional suffering of a parent.

Encompass has been created to address this situation. It is the implementation of key partnership working between the police and schools. The aim of sharing information with local schools is to allow 'Key Adults' the opportunity of engaging with the child and to provide access to support that allows them to remain in a safe but secure familiar environment.

Following the report of an incident of domestic abuse the school's Key Adult will be informed immediately that the child or young person has been involved in a domestic incident. This knowledge, given to schools through Operation Encompass, allows the provision of immediate early intervention through silent or overt support dependent upon the needs and wishes of the child.

ATTENDANCE AND CHILDREN MISSING FROM EDUCATION

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Children missing Education will be reported to the Child Missing Education Officer - Email - childrenmissingeducation@bolton.gov.uk Telephone- 01204 334036

The law requires us to have an admission register and an attendance register. All students must be placed on both registers. We will inform the local authority of any student who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,

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- have been permanently excluded.

We will notify the Local Authority when we delete a student from our register under the above circumstances. This will be done as soon as the grounds for deletion are met, but no later than deleting the student's name from the register. It is essential that we comply with this duty, so that the local authority can follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

For any student who has a child protection plan or is looked after but placed at home is absent, we will contact the Early Intervention Team on the first day of absence before 10am on 01204 334220. The Early Intervention team will then conduct a home visit.

When a student has persistent or severe absence from school all avenues of support will be facilitated through the Early Help process, but if severe absence for unauthorised reasons continues, it is likely to constitute neglect. We will be conscious of any potential safeguarding issues in these cases and where these remain, a referral will be made to the Integrated Front Door to conduct a full children's social care assessment.

We will also adhere to the DfE Guidance for School Attendance [School attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-guidance)

Late/Non-Collection of a child

If a parent/carer does not arrive to collect a child, efforts to contact the parent/carer and all other emergency contacts will be made. If a child has a social worker social care will be contacted. If all efforts have been exhausted, we will, where possible make a home visit, if this is unsuccessful then the police will be contacted. Depending on the reason for the late/non collection we will monitor the situation and if this re-occurs Early Help or a referral to the Integrated Front Door will be considered.

Please visit our website

If you often wonder what your child has done at school a good place to look would be the school website;

www.st-peters-farnworth.bolton.sch.uk

The class blog area is jam packed with photographs of the children extending and enriching their learning through trips, visits and visitors. Photographs of the children's art work are also displayed on there. It is well worth a visit to see all the exciting things we get up to.

You may also wish to follow us on twitter

@stpetersfarn

As always your support is very much appreciated

L.M. Williams & Mrs J Scott

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