

Hopping Hill Primary School



Information for Parents and Carers

Head Teacher: Mrs Jo Fantarrow
Deputy Head Teacher: Mrs Michelle White
Pendle Road, Duston, Northampton, NN5 6DT
Tel: 01604 751625





Welcome to Hopping Hill Primary School.

We hope that you will find the information you require somewhere in the pages of this booklet.

Should you not be able to find exactly what you need please contact the school and we will be happy to help you.

Head Teacher:

Mrs Jo Fantarrow



Deputy Head Teacher:

Mrs Michelle White





A link to the full report can be found on the home page of our website.

What is it like to attend this school?

“Pupils enjoy life at Hopping Hill Primary School. The culture here is built on strong relationships. Staff prioritise getting to know all of the pupils very well. They make sure that pupils feel safe and listened to. Expectations of pupils’ behaviour are high. Pupils respond well. They demonstrate good learning habits and positive attitudes.

Staff strive to make sure that the interesting curriculum helps pupils gain knowledge and broaden their vocabulary. Pupils with special educational needs and/or disabilities (SEND) take part in the same activities as their peers whenever possible. When appropriate, pupils with more complex needs benefit from effective personalised support. Pupils flourish and most achieve well. There is a wide range of extra-curricular activities on offer at the school.

Many pupils take part enthusiastically in a variety of different sports, as well as cooking, sewing and other clubs. All pupils in Years 4 and 6 have the opportunity to go on residential trips. Forest school lessons provide further memorable experiences. Visitors share stories of different cultures and local history. Older pupils are proud to act as role models to their younger peers by taking on responsibilities such as sports leaders and reading influencers.”

Inspection dates: 26 and 27 November 2024

The quality of education: Good

Behaviour and attitudes: Good

Personal development: Good

Leadership and management: Good

Early years provision: Good

Previous inspection grade: Good



Our School's Aims



We aim for our school to be:

- ⇒ a caring community enriched by each individual and their family
- ⇒ one where everyone shares high expectations of the children and staff
- ⇒ an environment that promotes communication, where everyone is heard and their opinions are understood and valued
- ⇒ a positive, encouraging environment
- ⇒ a warm, nurturing and happy place where everyone is polite, respectful and tolerant of one another
- ⇒ a team with a united spirit where everyone works together and values one another
- ⇒ an environment where sound moral development takes place because it is part of the philosophy of all who work here

We aim for our children to:

- ◆ be included and valued as individuals
- ◆ experience equal opportunities
- ◆ be kind, responsible and respectful
- ◆ feel secure and understand how to keep themselves safe and healthy
- ◆ be curious and sustain a love of learning
- ◆ fulfill their true potential, striving for personal best in all that they do
- ◆ be independent problem solvers with a positive growth mind set and high aspirations
- ◆ experience a rich and relevant curriculum that builds on individual strengths

We aim for our parents/carers to be:

- * sharers in the education of their children
- * in a working partnership with the school built, on mutual trust and support
- * informed of the classroom activities and learning experiences
- * aware of the school's objectives and values
- * confident to speak to staff about their child or any aspect of school,
- * increasingly confident to offer their skills, knowledge and interest to enhance the experiences of the children

The Curriculum

Hands on

Opens doors

Progressive

Purposeful

Imaginative

Nurturing

Goes for gold

Holistic

Inspiring

Lively

Life long

At Hopping Hill, we provide an engaging curriculum that sparks curiosity and a love of learning.

With a wealth of practical and real life experiences at its heart, the curriculum enables children to develop a genuine understanding of the world around them.

The curriculum offers a learning pathway that promotes challenge and resilience. It provides children with the necessary knowledge, skills and understanding to forge their own path and prepares them for life beyond Hopping Hill.



Nursery Provision

As well as Reception to Year 6, we have a Nursery onsite for children from 3 years old.

If you have younger children and would like to add them to the waiting list, please request an application form from the school office, or visit the 'Nursery' tab of our school website to complete the online form.

All children are eligible for 15 hours of funded provision; working families, meeting set criteria, may be eligible for 30 hours of funded provision. Further details and links to check eligibility can be found on our website.



Morning Nursery starts at 8.30am, and collection is at 11.30am.

Afternoon nursery starts at 12.30pm, and collection is at 3.30pm

All day sessions run from 8.30am to 3.30pm



Children are eligible to join our Nursery during the school term after they turn 3 years old. Application forms are available from the school office or you can make an online application via the link on the Nursery tab of our website. Depending on availability we can accept children in the term they turn 3 as a 'Rising 3'. Some children may be eligible for 2 years olds' funding, alternatively parents/carers can pay for this provision. Please speak to a member of staff regarding availability and current charges.

Applications to the Nursery are accepted from anyone living within the Northampton area.

Places will be offered by term of eligibility to receive funding for 3 year olds, linked with the following criteria:

1st priority - children in care or being looked after and children who have Hopping Hill as the named school on their EHC Plan

2nd priority - applications from children with siblings in school

3rd priority - all other applications from children in areas with postcodes starting NN5 6, and Ryehill Estate. Priority will be given on the basis of distance between the child's home and the school, measured by a straight line.

4th priority - all other applications





Early Years at Hopping Hill



There are 7 areas of learning in the foundation stage.

The prime areas are fundamental and they work together to support development in all other areas:

Personal, Social and Emotional Development

Communication and Language

Physical Development

Specific areas include essential skills and knowledge for children to participate successfully in society.

Literacy

Mathematics

Understanding the World

Expressive Arts and Design



In the Foundation Stage the role of the parent /carer is valued and encouraged. At Hopping Hill we feel this is fundamental to successfully ensuring your child makes progress and reaches their full potential.

We love to hear from families about what children love and enjoy doing, and we use this information to develop what happens in the classroom. Every child's interests are crucial to what we do, and we encourage families to contribute to our 'Ideas Wall'.

We also have a 'Well Done Board' which families are welcome to add any home achievements to; this encourages children to share wider experiences and see positive links between home and school.



We use an online journal called Tapestry to capture each child's learning experiences. This enables parents/carers to login to a personalised account and track their child's progress as well as comment on any entries that have been made. This creates an exciting and interactive way to see how your child is progressing.





Introducing online payments to school with ParentPay!

We have introduced a more convenient way to pay for school trips, after school clubs and much more online, using a secure service called ParentPay.

ParentPay is now live at school and we no longer accept cash and cheque payments, making the school a cash-free environment. Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Using PayPoint



PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

We hope you will support us in achieving our goal to become a cashless school. Your support in using ParentPay will help the school enormously, thank you.

You will receive your unique ParentPay Account activation details once your child has started at Hopping Hill Primary School.



Lunches & Snacks

Children in Reception to Year 2 receive a 'universal free school meal'. These are provided by our external catering company Dolce. Meals are booked via an online system called School Grid, and there is an excellent choice of meals available each day. Children in Years 3, 4, 5 & 6 can also book meals with Dolce. Should children not want to have a hot meal, they can also bring in a packed lunch.

Some families may be eligible for free school meals & pupil premium. There is a link on our website with more information, please read this through and if you think you may be eligible, please make an application. We are also able to help you apply, please request an application form from the main office; once you have completed your details we can then complete an application on your behalf and inform you of the outcome.

Nursery and Reception children also receive a snack during the day; sometimes this will be a sandwich they make themselves, or different fruits and vegetables or other healthy snacks that fit in with celebrations taking place. As well as allowing children to experience new tastes, this also encourages them to be independent by pouring their drink and accessing the food that is on offer.

Children under the age of 5 years receive free milk, and children in Nursery, Reception and Key Stage 1 also receive fruit as part of the government healthy eating scheme.



The School Day

Classroom doors open at 8.35am, and children should be in their classroom ready to start their learning at 8.45am.

Break time for Reception and Key Stage 1 is 10.10am (15 minutes) with lots of enjoyable activities and equipment for fun exercise.



Break time for Years 3 & 4 is 10.30am (15 minutes)

Break time for Years 5 & 6 is 10.45am (15 minutes)

Lunch times are :

Reception - 11.45am until 1pm

Key Stage 1 (Years 1, 2) - 12pm until 1.00pm

Key Stage 2 (Years 3,4,5 and 6) - 12.15pm until 1.15pm

Home time is 3:15pm. With written permission from parents/carers, children in Years 5 & 6 can walk home alone; all other children must be collected by an adult.

Children attending clubs will be taken straight there by a member of staff, so will not need to be collected until the club has finished. The same rules regarding collection and walking home alone applies to children who have attended a club.



Communication



CLASS DOJO

Our school uses Class Dojo to communicate with parents and carers. This is an online tool which enables you to see what your child is learning about, find homework, see photos of special learning events and class work and to communicate directly with the class teacher and other members of staff. The school staff use Class Dojo to communicate whole school news as well.

Any device, any language

Easily stay connected with your child's classroom on ClassDojo. You can see all of your child's feedback from teachers, hear important announcements and updates, and see photos and videos from class! You'll also be able to see your child's classwork on their own Student Story. Parents can use any iOS device, Android device, Kindle Fire, or computer to connect! You can also read all Class Story posts in your preferred language instantly.

Safe for all

All of your child's information is kept safe on ClassDojo. Only they, their teachers, and you as their parents can see their information. ClassDojo is COPPA-compliant and fully support FERPA. If ever you'd like to review or remove your child's information, please email the ClassDojo Parent Support team at parents@classdojo.com



UNIFORM

Uniform for children in Reception to Year 6 is available from:

Stevenson's

(what was The School Wear Shop)

40-42 Abington Square

Northampton

NN1 4AA

You can also order online:

<https://www.stevenson's.co.uk/>

Alternatively, none logo uniform can be purchased from any shop where available.

Our uniform consists of: royal blue sweatshirt/ cardigan/ fleece and a white polo shirt with grey skirt/ trousers/ shorts. Blue gingham style dresses can be worn in warmer weather.

PE wear is a red top/ hoodie and black tracksuit/ sport shorts.



Our Positive Behaviour Policy



Hopping Hill Primary School's Behaviour Promise

Be kind
Be safe
Be respectful
Always try our best



At Hopping Hill Primary School our Positive Behaviour Policy is focused around our school's simple Behaviour Promise. We work hard to create an environment which has a positive effect on pupils' learning and behaviour. We believe it is vital to celebrate pupils' successes.

The children are rewarded for keeping this promise using our Class Dojo system where they can earn Dojo points working through a range of coloured belt certificates starting at White Belt for 25 Dojos until they get to 225 Dojos and earn their Black Belt. The children also work together with their class to earn Whole Class Rewards based on the amount of Dojos the class have.



Each week a class member is chosen as the class's Star of the Week and someone is selected to attend the Head Teacher's Tea Party. These special certificates and invitations are given out in a special Celebration Assembly.

There are also clear consequences in place for children who are not keeping the Behaviour Promise and the grown ups in school are committed to supporting the children to reflect on their behaviour in order to learn how to make it better.

Extended Provision

We offer a range of after school clubs each term for children from Reception to Year 6; these include dance, arts & crafts, building club, cooking, and a wide range of sports clubs.

Some clubs change each half term so there is plenty of opportunity for children to try new activities, and where they are placed on a waiting list, they will have first refusal the next time that club takes place.

We also offer a breakfast club and after school provision to extend the day from 8am to 5pm. Bookings can be adhoc and are arranged through our online payment system, so you can access as much or as little of the provision as you need. There are a limited number of places for Nursery children.

At breakfast club children can enjoy cereal, toast and fruit juices as well as taking part in a range of activities to keep them engaged until the start of the school day.

At our after school provision, Oscar club, there is a range of games and activities for the children, and they also have the opportunity to play outside, as well as enjoying a small snack and drink to keep them going until dinner time.



The School Grounds

Our allotment was funded by the Tesco Bags of Help Scheme. Our very keen gardening group help to maintain the allotment, and regularly take part in growing schemes to grow and sell plants and vegetables.



We also have the Spinney where we can enjoy a bit of bug hunting, find out about plants and trees, or simply find a quiet spot to enjoy a book and get immersed in a story.





We firmly believe in keeping children active and are lucky to have a wide range of equipment and open space that can be accessed during the school day, at breaks and lunchtimes as well as during lesson times.





Inclusion

Inclusion is at the heart of everything we do at Hopping Hill Primary School. We work hard to ensure that every member of our school community – pupils, parents, staff and visitors – feels safe and included. We are an

inclusive school and every child, whatever their individual abilities or needs, is equally valued and welcome here. We expect all parents and visitors to understand and support our inclusive ethos.

We believe inclusion is a universal human right. The aim of inclusion is to embrace all people irrespective of race, gender, disability or medical or other needs. It is about giving equal access and opportunities and getting rid of discrimination and intolerance. Inclusion is about providing equal opportunities for all children.

Our school SENDCo is Liz Doughty



The SENDCo works alongside teachers and parents to ensure that the needs are met of children with a Special Educational Need or Disability through appropriate support, differentiation and learning scaffolds in our mainstream setting. Individual progress is our main indicator of success and all children reaching their full potential is our aim!

Safeguarding and Family Support



All children have a right to be protected from harm and all adults have a role to play in ensuring that our children are protected and safe.

As individuals, we all play an important part in the child protection process. Child protection is everyone's responsibility including employees, volunteers and members of the local community.

At Hopping Hill Primary School we have our own Family Support Worker (Mrs Rebecca Cronin) who works very closely to support children, parents and families in our school. Our Family Support Worker supports children and families who are vulnerable, have Special Educational Needs or who have English as an Additional Language (EAL).



Our Family Support Worker is also on hand to any family who requires additional support with difficult family circumstances such as parent separation, divorce, bereavement, new baby in the family, new relationships, financial advice and support and health advice.

Our Family Support Worker is always there to listen and appreciate parent views, offering suggestions or sign posting to organisations who can support further.

Privacy Notice for Pupils



2023

School supported by:  the ict service.

GDPR DPO Service provided by The ICT Service

dpo@theictservice.org.uk | 0300 300 3000

www.theictservice.org.uk/gdpr-dpo-service

Training available upon request

Privacy Notice for Pupils

Under Data Protection Law, individuals have a right to be informed about how Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Hopping Hill Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

Please note that all inbound and outbound calls are recorded for training and monitoring purposes.

The personal data we hold: Personal data that we may collect is essential for the school to fulfil its official functions and meet legal requirements. Personal data that the school may use, store and share (when appropriate) about students/pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Behaviour information
- Medical information including details of any medical conditions, including both physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Data about use of the school's information and communications system

We may also hold data about students/pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data: We use this data to:

- Support student/pupil learning
- Monitor and report on student/pupil progress
- Provide appropriate pastoral care
- Protect student/pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data:

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

We will make this clear when we ask for consent and explain how consent can be withdrawn. Consent will usually be sought from pupils aged over the age of 12 but from Parents / Carers if the child is younger than that, or if the pupil is not considered mature enough to understand their rights over their own data.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using Special Category data:

For 'Special Category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

We have obtained explicit consent to use the special category personal data in a certain way.

We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.

We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.

The data concerned has already been made manifestly public by the data subject.

We need to process it for the establishment, exercise or defense of legal claims.

We need to process it for reasons of substantial public interest as defined in legislation.

We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.

We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.

We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

We have obtained consent to use it in a specific way.

We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.

The data concerned has already been made manifestly public by the data subject.

We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defense of legal rights.

We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information:

We collect and generate pupil information in a variety of ways including, but not limited to:

Registration and application forms

MIS Data collection

Via Common Transfer File or secure file transfer from a previous school

In the process of carrying out our duties in the public interest

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from a Pupil or their Parent / Carer, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data:

We keep personal information about students/pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. [We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found here.](#)

Data sharing:

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and to ensure that it can carry out its statutory duties.

Schools our pupils are moving to – to help us support our pupils who are moving to another school by easing the transition process.

The Department for Education – to meet our legal obligations to share certain information with it.

The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at school.

Educators and examining bodies – to meet our legal obligations and allow the pupil to be entered for assessments.

Ofsted – to meet our legal obligations.

Suppliers and service providers – to enable them to provide the service we have contracted them for.

Survey and research organisations – to help us fulfil our public task.

Health authorities – to meet our legal obligation to keep our pupils safe.

Health and social welfare organisations – to meet our legal obligation and to protect the pupils.

Professional advisers and consultants – to help us fulfil our public task.

Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils.

Police forces, courts, tribunals – to meet our legal obligations to share information with them.

Transferring data internationally:

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Parents and Pupils' rights regarding personal data: Pupils have a right to make a 'subject access request' to gain access to personal information that the school holds about them (if the data subject is over 12 years old).

Parents / Carers will usually be expected to make a request with respect to their child's data where the child's age (usually under the age of 12) or Special Needs mean the child is not mature enough to understand their rights over their own data, or alternatively where the child has provided consent for them to make the request. If a valid subject access request is made, and if we do hold data about the pupil, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. Parents/carers also have a legal right to access to their child's **Educational Record**. To request access, please contact: Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT

Other rights: Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT. These rights can be exercised by a Parent / Carer on behalf of a child on the same basis that they may make a Subject Access Request.

Complaints: [We take any complaints about our collection and use of personal information very seriously.](#)

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please [contact](#) Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT.

You can also contact our Data Protection Officer:

The ICT Service

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000 option 1

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire, PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us: If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT

This notice is based on the [Department for Education's model privacy notice for Pupils](#), amended to reflect the way we use data in this school.



Privacy Notice for Parents / Carers

2023

Training available upon request

School supported by:  the ict service.

Under Data Protection Law, individuals have a right to be informed about how Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **Parents / Carers**. We, Hopping Hill Primary School, are the 'Data Controller' for the purposes of Data Protection Law. Our Data Protection Officer is [The ICT Service](#) (see 'Complaints' / 'Contact us' below).

Please note that all inbound and outbound calls are recorded for training and monitoring purposes.

The personal data we hold:

Personal data that we may collect, use, store and share (when appropriate) about parents may include, but is not restricted to:

- Name, address and date of birth,
- Contact details, contact preferences, identification documents
- Characteristics such as ethnic background, first language
- Employment details such as place of work, occupation, job title, NI number
- Whether there is a court order in place restricting the parent's access to their child

We may also hold data about parents that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data:

We use this data to:

- Provide appropriate pastoral care.
- Protect student/pupil welfare.
- Administer admissions waiting lists.
- Comply with the law regarding data sharing.

Our legal basis for using this data:

We only collect and use parents' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process parents' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use parents' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using parents' personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using Special Category data:

For 'Special Category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

- We have obtained explicit consent to use the special category personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for the establishment, exercise or defense of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

We have obtained consent to use it in a specific way.

We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.

The data concerned has already been made manifestly public by the data subject.

We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defense of legal rights.

We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information

While the majority of information we collect about parents is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students/pupils and their parents while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. [We store this data in both digital and paper-based formats. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found \[here\]\(#\)](#)

Data sharing:

We do not share information about parents with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about parents with:

Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

The Department for Education – to meet our legal obligations to share certain information with it.

Suppliers and service providers – to enable them to provide the service we have contracted them for.

Survey and research organisations – to help us fulfil our public task.

Health authorities – to meet our legal obligation to keep our pupils safe.

Health and social welfare organisations – to meet our legal obligation and to protect our pupils.

Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils.

Police forces, courts, tribunals – to meet our legal obligations to share information with them.

Transferring data internationally

Where we transfer personal data to a country or territory outside United Kingdom, we will do so in accordance with Data Protection Law.

Parents' / Carers rights regarding personal data

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them.

If you make a Subject Access Request, and if we do hold information about you, we will:

Give you a description of it.

Tell you why we are holding and processing it, and how long we will keep it for.

Explain where we got it from, if not from you or your child.

Tell you who it has been, or will be, shared with.

Let you know whether any automated decision-making is being applied to the data, and any consequences of this.

Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

Object to the use of personal data if it would cause, or is causing, damage or distress.

Prevent it being used to send direct marketing.

Object to decisions being taken by automated means (by a computer or machine, rather than by a person).

In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.

Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT.

Complaints

[We take any complaints about our collection and use of personal information very seriously.](#)

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please [contact](#) Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT.

You can also contact our Data Protection Officer:

The ICT Service

Email: dpo@theictservice.org.uk

Tel: 0300 300 0000

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Headteacher, Hopping Hill Primary School, Pendle Road, Duston, Northampton, NN5 6DT.

This notice is based on the [Department for Education's model privacy notice](#) for Pupils, amended for Parents and Carers to reflect the way we use data in this school.





Tel: 01604 751625

Email: office@hoppinghill.northants.sch.uk

Website: www.hoppinghillprimary.co.uk

 @HoppingHill

 Hopping Hill Primary School & Nursery

 @hoppinghillprimary

