

# SOUTHFIELDS PRIMARY SCHOOL



Reception  
Induction Parent Information



Southfields Primary School  
Southfields Estate  
Stanground  
Peterborough  
PE2 8PU

Head Teacher  
Mrs L.M. Martin B.Ed (Hons)

Telephone: 01733 562873  
Fax: 01733 703329  
email: [office@southfields.peterborough.sch.uk](mailto:office@southfields.peterborough.sch.uk)  
[www.southfieldsprimary.co.uk](http://www.southfieldsprimary.co.uk)



## 2023-24 New Entrants Pack

Thank you for selecting Southfields Primary School. We are looking forward to working in partnership on your child's education. For legal as well as health and safety reasons, we require you to complete this induction paperwork before your child attends the school. All of the letters are self-explanatory, however, should you require additional help or support please contact Mrs S Jackson our admissions lead or the general school office.

**These forms are important.  
Please complete and return by 30<sup>th</sup> June 2023.**

### Contents

- **Induction Parent Permission Pack**  
(to be completed and returned to the school asap, to the main office for the attention of Mrs Jackson)
- **Attendance Leaflet**
- **School Prospectus**





Southfields Primary School  
Southfields Estate  
Stanground  
Peterborough  
PE2 8PU

Head Teacher  
Mrs L.M. Martin B.Ed (Hons)

Telephone: 01733 562873  
Fax: 01733 703329  
email: [office@southfields.peterborough.sch.uk](mailto:office@southfields.peterborough.sch.uk)  
[www.southfieldsprimary.co.uk](http://www.southfieldsprimary.co.uk)



## A Welcome Letter from the Head Teacher 2023-24

I would like to take this wonderful opportunity to introduce myself to you as your Head Teacher. I have been teaching for over 30 years and am very lucky to have worked in such a wonderful school for over the past twenty years. I have worked hard with the staff to provide the best environment, teachers and resources for your child. I take the time to get to know the children and their families. I believe in meeting the children daily, both on entering the school in the morning and leaving the school in the afternoon. I also spend time in classes as well as playtimes and lunchtimes with the children, as I think this is an essential part of my role as Head Teacher. I also have many wonderful opportunities to observe the children learning, at play, in child initiated learning as well as view by seeing the work they have produced and assessments of how well they are doing. I want to inspire children to develop a love of learning and have amazing memories to build a solid foundation for their future. We work incredibly hard as a school to offer your child the very best education possible.

We have embedded traditional values as well as being a forward thinking school. I believe in parental partnership and working together for the children. I am dedicated to Southfields and will do my very best to ensure your children has a first class education, an experience that will allow them to flourish and develop a lifelong passion for learning.

I look forward to working with you for many years to come.  
Yours truly,

Head Teacher





# Southfields Primary School

## Privacy Notice for Parents and Carers (Use of your child's personal data)

**Date agreed: April 2023**  
**Review Date: April 2024**

This notice, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the notice will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the notice is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

We, Southfields Primary School, Southfields Avenue, Stanground, Peterborough, PE2 8PU, tel: 01733 562873, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mr Jez Lumb (see 'Contact us' below).

## 2. The personal data we hold

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility or special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion and behavioural information
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

## 3. Why we use this data

We use the data listed above to:

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care and protect pupil welfare

- d) to assess the quality of our services
- e) to comply with the law regarding data sharing

#### **4. Our lawful basis for using this data**

Under current data protection legislation, the school must identify a valid, lawful basis for any data processing they carry out. We process personal data in relation to governors and volunteers using the following lawful bases:

We only collect and use personal information about you when the law allows us to. Most commonly we process it to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

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

Where you have provided us with consent to use pupils' personal data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Where we keep records and information containing personal data for a longer time, we do this for archiving purposes in the public interest. We keep these records to preserve the school's history, key events and collective memory. We will provide access to these records for research or statistical purposes, taking reasonable measures to protect the personal data they may contain.

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

#### **5. Collecting this data**

While the majority of information you provide to us is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## 6. How we store this data

We keep personal information about 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. The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils.

## 7. Who we share data with

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:

- The school that a pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### 7.1 Why we share pupil information

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.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **7.2 Data collection requirements**

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

## **7.3 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 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>

## 8. Your rights

### 8.1 How to access personal information that we hold about you

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer.

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

## 9. 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.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

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

- Mr Jez Lumb email: [dpo@southfields.peterborough.sch.uk](mailto:dpo@southfields.peterborough.sch.uk)

This notice is based on the Department of Education's model privacy notice for pupils and parents, amended to reflect the way we use data in this school.

# Southfields Primary School



## EYFS Induction Guidance for parents 2023-24

- Prior to admission requests the school offers tours during the school day of the whole school site
- Parents apply for admission to the school
- Parent is selected by Peterborough Local Authority and assigned to the school or is put on the waiting list
- Parent receives a letter from the school which explains the outline of induction for their child
- Parents are invited to an evening to learn more about the school, speak to the EYFS teachers, try our school meals, view the uniform, complete paperwork, speak to department heads (SEND, Gifted/Talented co-ordinator, English and Mathematics leads, Explorer breakfast and after school manager and team, Medical lead). On this evening Parents are given a book bag and information prior to starting the school in an induction pack which is completed and given back to the school by 30<sup>th</sup> June 2023.
- The teachers visit each child at home and they will be given a special book especially for them which tells them more about the school, their teacher, and also a special pet friendly toy mouse to bring from home to school to support transition.

Parents and child are invited to the school for a stay and play session together on either July 5<sup>th</sup> or 6<sup>th</sup>.

Parents and children have a week of induction from 4<sup>th</sup> September as part of the transition arrangements (morning or afternoon sessions) before they begin full time when staff feel they are ready.

- Parent induction evening June 20<sup>th</sup> 6.00pm - 7.00pm

### **Included in the induction pack is:**

1. A child survey for induction
2. Attendance information
3. New Student information Form
4. Permission slips (Photo's, food tech, school trips/visits, child/parent contract,internet)
5. Parking information
6. School Prospectus
7. Letter from the children
8. A support pack for the summer holidays and pencil crayons



Head Teacher  
Mrs L.M. Martin B.Ed (Hons)

Southfields Primary School  
Southfields Estate  
Stanground  
Peterborough  
PE2 8PU

Telephone: 01733 562873  
Fax: 01733 703329  
email: [office@southfields.peterborough.sch.uk](mailto:office@southfields.peterborough.sch.uk)  
[www.southfieldsprimary.co.uk](http://www.southfieldsprimary.co.uk)



## **Responsible use of the internet**

As part of the government sponsored 'National Grid for Learning' the school has installed a computer system that gives children access to the internet.

Mindful of problems with children gaining access to undesirable material, we have taken steps along with the Local Authority to deal with this. Our internet access is supplied by E2BN and has a built-in filtering system that restricts access to sites containing inappropriate content. All our screens are in public view, and an adult is always present to supervise use.

However, no system is perfect and you should be aware that it is not possible to remove entirely all risk of finding unsuitable material. We have been asked by the Local Authority to inform you of the rules which the children must follow at all times within and beyond the school.

Early indications are that the children benefit enormously from this facility and are already using it responsibly. We would ask you to look through the rules overleaf and discuss them with your child, and then sign and return the agreement to school.

If you would like to read our full Policy for Internet Access then please see more information on the school website policy section.



Head Teacher  
Mrs L.M. Martin B.Ed (Hons)

Southfields Primary School  
Southfields Estate  
Stanground  
Peterborough  
PE2 8PU

Telephone: 01733 562873

Fax: 01733 703329

email: office@southfields.peterborough.sch.uk

www.southfieldsprimary.co.uk



## Lost property

In the past we have found that an increasing amount of staff time and storage space has been taken up in the collection and return of lost property, much of which is neither claimed nor returned because it is unnamed.

In an effort to combat this mounting problem we enclose a laundry marker pen and urge parents to label ALL items of clothing and footwear worn to school, along with book bags, PE bags and lunch boxes.



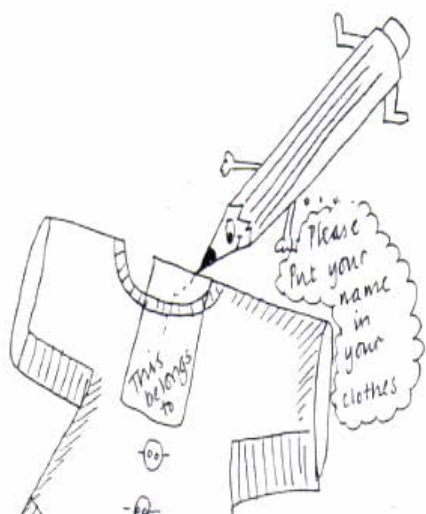
Lost property is collected weekly, all named items returned and the remaining items kept for one week only. They are then recycled either for sale as second-hand uniform or deposited in one of the charity clothing banks.

We appreciate that many of you do buy and attach name labels, for which we are grateful. Laundry Pens are also available from the school office at £1.00 each.

Please help your child to look after their belongings by naming everything you can.

Kind regards,

Class Teachers





# Southfields Primary Uniform

**Southfields pupils' pride themselves on their uniform.**

We have selected a basic uniform that can be purchased from most clothing suppliers. In addition to this, we have bespoke uniform available with logos, especially designed for the school which you can order on the school website link or using the card in this pack



Blazer with logo - Blue Cardigan with logo - Blue jumper with logo



Blue tank top with logo - Tie, with or without elastic - White/blue shirt/blouse - long/short sleeved



Black/dark grey trousers - Black/dark grey skirt - Black/dark grey shorts



School coloured skirt - School coloured pinafore - Black/dark grey culottes



Blue and white checked summer dress - Black shoes (no open toes, boots or trainers)



School satchel - School Book Bag - large or small - School PE Bag



School scrunchie - School cap - Summer hat



School bow's - White/black/grey - socks/tights

## PE and Sports kits



Summer white t-shirt with logo-Black/blue/navy shorts-Plain white or pale blue shirt - Plimsolls/Trainers-Winter a Grey/Blue/Black Tracksuit - Swimming - Swimming full suit or shorts-Swimming hat any colours-Swimming Towel





Southfields Primary School  
Southfields Estate  
Stanground  
Peterborough  
PE2 8PU

Head Teacher  
Mrs L.M. Martin B.Ed (Hons)

Telephone: 01733 562873  
Fax: 01733 703329  
email: [office@southfields.peterborough.sch.uk](mailto:office@southfields.peterborough.sch.uk)  
[www.southfieldsprimary.co.uk](http://www.southfieldsprimary.co.uk)



Dear Parent/Guardian

As we are sure you can appreciate, the safety and welfare of all our children is paramount. This along with the congestion it causes is why we are unable to let parents use the school car park.

When dropping off your children or collecting them at the end of the day, please use the Glatton Drive car park. From this car park you and your children can walk safely, with no roads to cross, straight into the school grounds.

Can we also remind you to use this car park when collecting children from after school clubs – the office staff are not in the office at this time so buzzing for them to raise the barrier will only cause congestion around this area; for the same reason, children need to be collected from the pre-arranged exit where the club leader will wait with them, not from the main entrance. This way we can monitor who is in the building, not only for the safety of the children but also in order to comply with Health and Safety legislation.

Finally, please encourage your child/children to use the footpaths provided to enter or exit the school site, rather than walking or cycling across the car park or driveway.

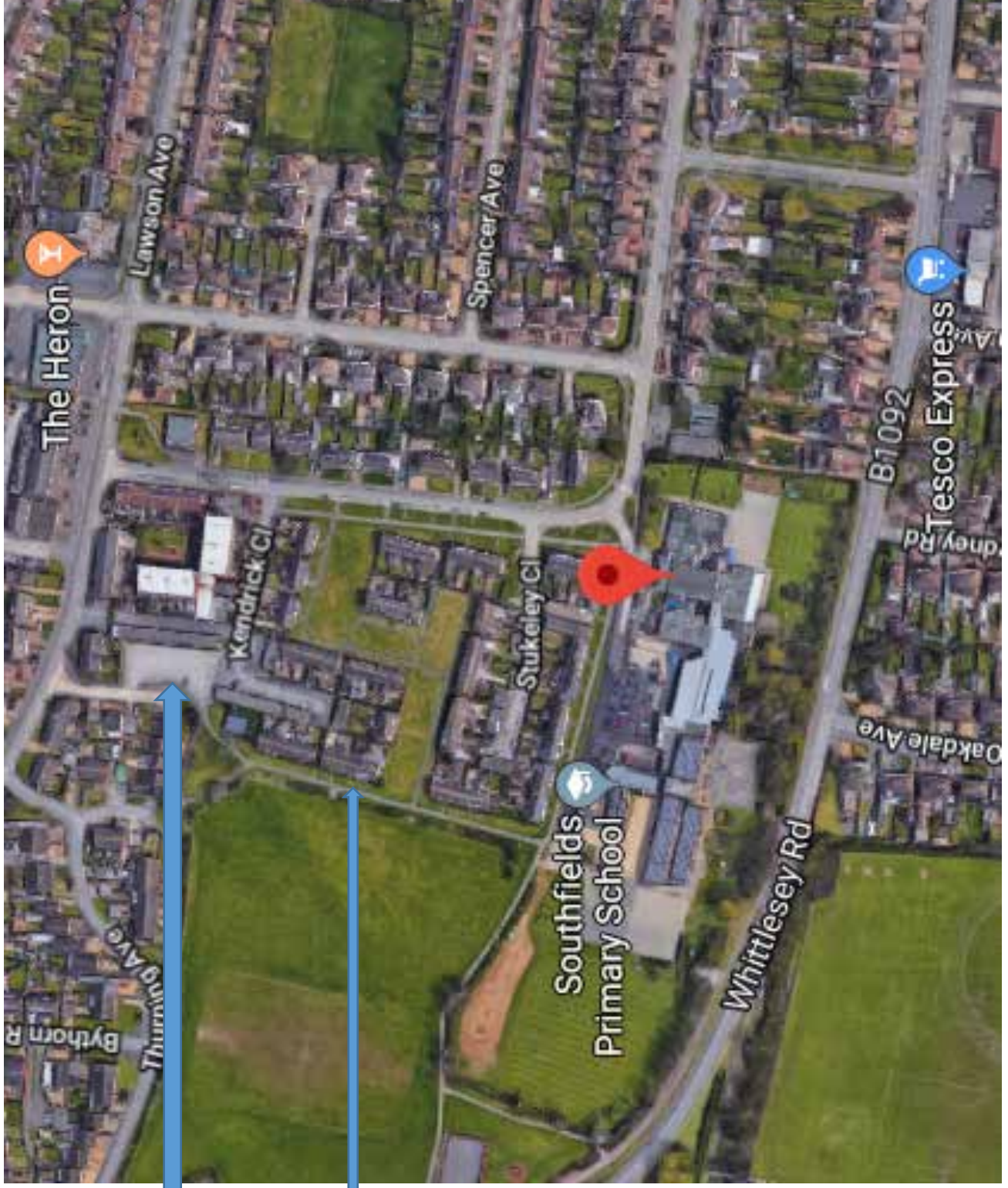
Our school car park accommodates a large number of staff vehicles and has delivery lorries and taxis in and out all day, which is why we have worked hard with the help of the City Council to make the Glatton Drive car park available for use by our parents.

We hope you will support us with this issue and strive to make the site safe for everyone.

Yours sincerely,

Miss K. Tangl  
Chair of the Healthy School Committee





Glatton Drive  
Park and Stride  
to School

A cartoon illustration of a red car with a smiling face, representing a carpooling or driving service.

Foot Path  
to School

A colorful icon of two footprints, representing a walking or cycling path.