



Claypole Church of England Primary School

Visitors Privacy Notice



Visitors Privacy Notice

The school regularly receives visitors. Visitors may be from other organisations, or be emergency contacts for pupils, parent/carers or suppliers. To ensure the safety of our students and staff we ask visitors to sign in on arrival. For this purpose, we collect the following data where relevant:

- Name
- Car registration
- Car make/model
- Who they are visiting
- The purpose of the visit
- The date and time of arrival
- The date and time of departure

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is a Task in the Public Interest as we undertake this activity to maintain a safe environment for our students, staff and visitors.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others. This information will be retained for a minimum of 7 years from the date of the visit.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

Visitor Privacy Notice: September 2023



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KOINONIA

PEACE

JUSTICE

RESILIENCE

RESPECT

TRUST

CONTENTMENT

Hair bands, ribbons/bows or 'scrunchies' should be plain and either blue, white or black. Hair bands should not have objects attached to them such as flowers. Make up and nail varnish should not be worn to school unless for an out of school hours function, for example a school disco.

Pupils are free to wear a headscarf if they wish to. These must however be plain and either white, blue or black. Headscarves of the type which drape to shoulder length or just below are acceptable. Longer headscarves are not permitted for safety reasons.

Footwear

For health and safety reasons, we do not allow pupils to wear shoes with platform soles, Heelys or high heels. All pupils are required to wear flat, plain black shoes without logos. These should be closed in with no toes visible. If boots are worn these should also be flat and plain black. Sandals and flip-flops are not permitted (*see picture*).

Adaptations for Weather

In the cold weather, particularly in the winter months, children are expected to wear coats and are permitted to wear a hat/ear-muffs, scarf and gloves. Please ensure that all items are clearly named.

On hot days all children are expected to wear full uniform (although not jumpers). Items such as polo-shirts/short-sleeved shirts, tailored shorts and summer dresses are all appropriate in the hot weather.

The Role of Parents

We believe that one of the responsibilities of parents is to ensure that their child has the correct uniform and PE kit, and that it is clean, in good repair and that the child's name is written on all items. If a parent has difficulties for any reason with fulfilling this request, they are asked to speak confidentially to a senior member of staff to discuss the issues. Parents should be assured that we will do all we can to help.

Children who arrive at school wearing non-school uniform or PE clothing will be loaned an appropriate item from school where possible. Parents will be contacted to discuss the matter and may be requested to return to school with correct clothing.

The school welcomes children from all backgrounds and faith communities. If there are serious reasons, for example on religious grounds, why parents want their child to wear clothes that differ from our school uniform, the school will consider such requests sympathetically. If any parent would like to request a modification to the uniform policy they should, in the first instance, contact the Headteacher.

The role of staff

Staff should support the Leadership Team in maintaining high standards of uniform dress. They should ensure that they are role models in the wearing of appropriate clothing (including on trips – no jeans). **Where pupils fail to wear the correct uniform, staff should make discreet and sympathetic enquiries.** Where pupils are wearing the correct uniform, staff should give positive encouragement. Staff should also be aware that sometimes a pupil's standard of dress may indicate care issues at home. If this is suspected, it should be referred to a Designated Safeguarding Lead (DSL).

The Role of Governors

The governing body supports the Head of School in implementing the school's uniform policy. It considers all representations from parents regarding the uniform policy and liaises with the Head of School to ensure that the policy is implemented fairly and with sensitivity. It is the governors' responsibility to ensure that the school uniform meets all regulations concerning equal opportunities. Governors ensure that the school uniform policy enables children to dress sensibly, in clothing that is hardwearing, safe and practical.

Special Circumstances

Special dispensation can be requested for temporary exception from the prescribed school uniform or elements of it.

This will usually be on medical grounds or for other exceptional circumstances. The Headteacher will have the ultimate decision on granting or refusing this.

Discipline

Staff have the authority to question children about their uniform; the Headteacher has the authority to reprimand children for not wearing correct school uniform. In extreme cases, a pupil could be excluded for persistently failing to follow the school uniform policy. It is our intention to explore all alternatives, through consultation and discussion with parents/carers, to avoid this sanction being taken. If a pupil arrives at school not wearing the correct uniform, school will always endeavour to find the cause and remedy the situation. Parents/Carers will be contacted. Should the problem persist, parents/carers may be invited into school to discuss the situation.

Lost Property

Any unidentified items of school uniform will be taken to the school office. Pupils are encouraged to look here to reclaim lost property, on the understanding that the found item will be clearly named.

Children can become upset as a result of lost clothing. Please help us to reunite lost items of clothing with their owners by labelling items with your child's name.

Help providing Uniform

The PTFA hold pre-loved school uniforms for families who may require these. As well as uniforms, they can also provide PE kits, shoes, coats and outdoor learning school clothing if required. Please contact PTFA@claypoleprimary.org for further information.

Monitoring and Review

The governing body monitors and reviews the school uniform policy by:

- seeking the views of parents, to ensure that they agree with and support the policy;
- considering, with the Head of School, any requests from parents for individual children to have special dispensation with regard to school uniform.

School Uniform

'Logoed' clothing (including book bags and PE/Sports wear) can be purchased via 'Uniform Direct.'

Blue or white polo shirt

Grey or black skirt / pinafore dress / shorts / trousers (*not jogging bottoms*)

Please note skirts and tailored shorts should be a minimum of knee length and of a style which allows children to sit comfortably on the floor. Three-quarter, calf-length and full-length leggings should not be worn.

Blue & white checked dresses

Dark-navy-blue sweatshirt or cardigan, *without a hood*, either plain or with the school logo

Plain white, grey or black socks

Black or grey tights

Shoes should be flat, black and appropriate for school, *not trainers*.

Your child should wear shoes which he or she can manage to do up independently. Please do not send your child to school in shoes which prevent them from running in the playground. If boots are worn these also should be plain black.

PE/Sport Uniform

White or dark-navy-blue t-shirt

Dark-navy-blue jumper

Black or blue shorts

Plimsols for indoor PE

Trainers for outdoor PE

Stored in school in a 'pump-string' bag and kept in school during the week.

School Shoes

Acceptable	Unacceptable
	
	

(Please note that this is not an exhaustive list, if you have any specific questions please ask.)