

Ellingham C of E Aided First School



School Brochure

Ellingham Church of England Aided First School

This prospectus will provide you with some of the information you need about this school. You are very welcome to visit us, to talk to the staff and children, and to see them at work. This will give you a feel for the school and a clearer insight into Ellingham School life. Telephone 01665 589233 to arrange a convenient time.

We look forward to welcoming you and your family to the school and building a partnership with you to provide the best possible education for your children.

The information contained in this prospectus is correct at the time of printing.

Introduction

Ellingham C of E First School lies between the A1 and the east coast railway line just outside the village of Ellingham.

The school was established in 1857 "for the education of poor persons of the parish of Ellingham according to the principles of the Church of England." This provides the school with a sense of history and tradition and close links with St Maurice's Church, Ellingham. The school building has been extended and modernised to provide light spacious accommodation. There are three classroom areas, a library, a hall and a kitchen in which meals are freshly prepared and cooked. The grounds include a large school field, with pond, a recently developed imaginative play space and two hard play areas.

Ellingham is a small school with a warm welcoming atmosphere. The staff are experienced, well qualified and thoroughly committed to the education of the children in their care. Parents are encouraged to take an active part in the school in a variety of ways.

To find out more about our school you can visit our website at www.ellingham.northumberland.sch.uk where you can see examples of the children's work plus more information about us.

What others think of the school.

Quotations from our Ofsted report 2007

- *The curriculum is outstanding and is constantly being improved*
- *Inspiring leadership by the head teacher has resulted in a united and hardworking team who are determined to improve further*
- *Pupils spiritual moral, social and cultural development is outstanding*

- *Parents are overwhelmingly supportive*
- *Pupils gain a great deal, in self esteem and social skills, from the outstanding links with other schools and the community*
- *Lessons are often exciting and fun.*

"As a parent of a 6 year old, I can only say how grateful I am to everyone involved for the caring environment she experiences at Ellingham as well as the fantastic education she receives" Feb 06

"All children benefit from the excellent learning opportunities in the setting and the dedicated and skilled approach by the staff team" Early Years Unit OFSTED 06

" We are so thankful that we can share in the blessing that is your school and the experience it will be for our son" September 07

Commendations from our Section 23 report 2007

- ❖ *Dedicated and enthusiastic teachers who work well together and set very good role model for pupils.*
- ❖ *Enthusiastic and supportive governors who by the personal commitment they have made are genuinely involved in the life of the school*

Mission Statement

A small school with a big heart

A Christ centred community where each person can become what God has made them to be.

1. We endeavour to develop the potential of each and every child to the full, through an enhanced curriculum of the highest quality. To deepen
2. and enrich the schools relationship with community and church for the benefit of all.
3. A strength of our small school is that we can know, value and support each person as a unique individual.
4. We seek to

- develop and nurture the spirituality of each person and to encourage, in all, the will to do good.
- open our hearts to others so each may grow in their knowledge of themselves, and their need for one another.

To achieve this mission statement we aim:

- To provide a broad and balanced curriculum which is sensitive to the needs of each child.
- To provide a warm and friendly school atmosphere in which children are encouraged to be well mannered and considerate to others.
- To emphasise the development of language, reading and numeracy since without a thorough grounding in each, one is certain to encounter difficulties in other subjects.
- To encourage children to develop self control, honesty and reliability.



Staff



Headteacher
Mrs Diane Lakey



Mrs Kay Wilkinson



Mrs Karen Swinbank

Teachers



Mrs Kathy Davies



Mrs Carolyn Graham



Music Teacher
Mrs Julie Hammond

Job-share Secretaries

Support Staff



Miss Lynne Bannister



Mrs Jan Conway



Mrs Jo Lester



Mrs Julie Baillie



Cook
Mrs Josie Scott



**Caretaker/Cleaner in
Charge**
Dixon Willcox

Governors

Chairman	Mrs Andrea Thomas	
Vice Chairman	Mrs Jacqui Davison	Parent Governor
	Mrs Audrey Fitzsimmons	Foundation governors
	Miss Eileen Duncan	
	Mr Colin Barker	
	Mr Stuart Otley	
	Mrs Linda Turner	
	Mrs Helen Sutherland	Minor authority governor
	Mr Alistair McCall	Parent governor
	Mrs Diane Lakey	Acting HeadTeacher /governor

Organisation

We have two full time teachers and two part time teachers. When the part-time teacher is in school we have three teaching groups.

Number on role	No unauthorised absences
47	

Morning Session

9.00 am - 12 noon	Early Years and Years 1 and 2
9.00 am - 12.15 pm	Years 3 and 4

Afternoon Session

1.00 pm - 3.00 pm	All pupils
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Ellingham Adventurers

This group meets on a Friday morning at 10.00am. The group provides an opportunity for creative art and outdoor activities for the under 3's..

Curriculum

We have recently introduced a more creative curriculum for all pupils. This is in line with developments in other areas of the country and in the county. Maths and Literacy will remain discrete subjects, as they are the bread and butter of the primary curriculum. Some other subjects may continue to be taught separately eg. PE , French and RE. We wish to make the curriculum irresistible to our pupils so that they are increasingly enthusiastic about what they are learning.

Pupils who are encouraged to think creatively and independently become :

- more interested in discovering things for themselves
- more open to new ideas
- keen to work with others to explore ideas
- willing to work beyond lesson time when pursuing an idea or vision

As a result their pace of learning, levels of achievement and self esteem increase.

The National Curriculum for First Schools is divided into three stages:

Foundation Stage

Key Stage 1

Key Stage 2

Age	Description	Stage
5 or under	Early Years/Reception	Foundation Stage
5 - 6	Year 1	Key stage 1
6 - 7	Year 2	Key stage 1
7 - 8	Year 3	Key stage 2
8 - 9	Year 4	Key stage 2

Foundation Stage

The Foundation Stage was introduced from September 2000. It is a curriculum framework for Early Years education for children aged 3 to 5 (or to the end of reception year) The aim of the Foundation Stage is to build on the early learning that begins at home, to provide opportunities for quality learning experiences that will give children the necessary skills for more formal learning in later years.

Our Early Years Unit and Ellingham Adventurers mean that the children have their first experience of Ellingham School at a very young age. We offer early education for three year olds within an Early Years Unit to ensure seamless provision. The unit operates on Tuesday, Wednesday and Thursday mornings from 9.00am - 12.00 noon. It is based in the reception class under the experienced leadership of the Foundation Stage Teacher supported by an NVQ level 3 teaching assistant. In the first instance we offer places to sixteen. The admissions policy will ensure that places are allocated fairly as will other policies and procedures which may be required.

Early Learning Goals establish expectations for most children to reach by the end of the Foundation Stage and provide a secure basis for children's future learning. The Foundation Stage curriculum is organised into six areas of learning.

These are:

Personal, Social and Emotional Development

Communication, Language and Literacy

Mathematical Development

Knowledge and Understanding of the World

Physical Development

Creative Development



Children work in different groupings depending on need and school organisation. This may be individual, small groups, year groups or mixed year groups. Many of the children are already familiar with the school having attended pre-school groups or Ellingham Adventurers which meet in school.

Key Stage 1 and 2

Curriculum Policies are available for parents to see on request.

English

Our pupils have one hour of literacy each day planned from the Primary Strategy, to enable them to become confident communicators, fluent readers and competent writers.

The English Curriculum consists of three components:

- Speaking and Listening
- Reading
- Writing



Speaking and Listening

We aim to develop the children's effective communication skills by providing a wide range of speaking and listening experiences covering the four aspects: speaking, listening, group interaction and discussion and drama

Reading

We aim to develop the children's enjoyment of literature and their success as readers, through the use of a range of strategies to help them to decipher and comprehend what they read.

A number of reading schemes are used together with a wide range of other reading material. Early reading is based on a systematic phonic approach. There is a library in the school, which gives children greater opportunities to choose books for pleasure or research. Children are encouraged to take books home to read, either from school or the County Library van which visits regularly. A big selection of Story Sacks is available for the younger children to borrow.

Occasionally pupils have the opportunity to see live performances, such as at Alnwick Playhouse, and the children have benefited from author's visit. We hold a school book fair annually.

Writing

We aim to develop the children's understanding that writing is both essential to thinking and learning, and enjoyable in its own right. Pupils are encouraged to write independently from an early stage. During the Foundation Stage and Key Stage 1 the teaching of phonics, spelling and handwriting are used to support writing and build up accuracy and speed. During Key Stage 2, there is a progressive emphasis on the skills of planning, drafting, revising, proof-reading and the presentation of writing.

From Reception, children are taught a cursive, joined handwriting style. They have specific times in school to practise this, as well as support activities as times to do at home.

A spelling booklet is available from the school. It provides ideas for parents to help children become confident spellers.



Mathematics

Numeracy is a proficiency, which involves confidence and competence with numbers and measurement. Without basic numeracy skills, our children will be disadvantaged throughout life. With this in mind we give Numeracy a high profile in this school. The outcome will be more numerate pupils who are confident enough to tackle mathematical problems. All pupils take part in a daily Mathematics session as laid out in the Primary Strategy. Abacus is the main scheme used throughout the school but other schemes and resources can support it when necessary. In Abacus, active teaching is at the heart of an effective mathematics lesson and we aim to make Numeracy informative and enjoyable for all the children. Numeracy features in children's homework.

Early Years children can borrow games, which encourage numerical thinking, from our Numeracy Library.

Information Communication Technology (ICT)

ICT is evident throughout society. Children will encounter ICT throughout their lives, in their homes, schools, in the work place and in the various services that they have contact with. It is important that children should have the knowledge, skills and understanding of the application of ICT that will allow them to use, understand and evaluate its use.

ICT capability is delivered through a scheme of work based on the National Curriculum programmes of study and QCA guidance. It is integrated into other subjects, as well as promoted as a subject in its own right.

Science

The children are taught the knowledge and skills to enable them to explore, question, investigate and record their findings. Practical experiments and investigations are carefully planned to develop children's scientific skills including - observing, measuring, predicting, hypothesising, recording, interpreting and communicating.

Visitors such as vets, doctors and nurses come into the school to share their scientific knowledge.

Music

Music is part of everyday life and is a way of enabling pupils to express themselves. It is a practical subject through which the pupils find enjoyment, and can help towards building pupils' confidence in themselves, for example through performance to an audience. We have a dedicated music teacher who comes in once a week and teaches throughout the school. Additional weekly whole school singing also takes place. Occasionally musicians perform for the school and supplement our musicianship.

History

The children develop a sense of chronology by studying the lives of others in the past, investigating local history and learning about periods of history.

Visitors provide expertise from places such as the Museum of Antiquities. The children visit places of local historical interest such as Jorvik Viking Museum and Segedunum. Key Stage 1 children study the recent past and compare life then and now and learn about the lives of some famous people. Key Stage 2 children study units from the Anglo Saxons to the Victorian period. Children use a wide range of primary and secondary sources of information and research.



Geography

Geography is taught by exploring the local area, by using and making plans and maps to find places and plan routes. Local Field Study visits to places such as Beadnell rock pools offer direct experience and first hand observation opportunities. Pupils are taught about the contrasts and similarities between some localities.

Physical Education

In PE we aim to promote our children's health, physical development and confidence. Physical and team skills are taught and developed through a range of activities in Games, Dance, Gymnastics, Athletics and weekly whole school swimming.. The school takes part in the annual Glendale Area sports and various Cluster sporting events, such as kwick cricket and rounders. We benefit greatly from the input of SSCO's who bring specialist expertise and equipment into school for example, tag rugby and cricket.



Art

The children have many opportunities to develop their artistic skills using a considerable variety of media and a range of techniques and tools in both two and three dimensions. The children are encouraged to explore and evaluate the work of other artists. Local artists contribute their time and talents to enrich the children's experiences and visits are made to places like Alnwick Gardens and the Baltic.

Design Technology

The children are taught the skills they need to enable them to generate their own solutions to problems and design; to make and evaluate products and processes. They are encouraged to use a range of tools, materials and techniques with increasing confidence, success and awareness of safety.

French

Year 3 and 4 children now receive an introduction to the French language using a variety of resources. Pupils have a weekly half-hour lesson based on using songs, rhymes and games. French conversation is woven into the curriculum everyday for the younger children.

Sex and Relationships Education

At Ellingham Church of England First School Sex and Relationships Education will be appropriate to the age and development of the child. It will be taught with sensitivity and an appreciation of children's differing needs. It is about understanding the importance of marriage for family life, stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality and sexual health. Sex education is part of the personal, social and health education curriculum in our school.



Religious Education

As a church school we see Religious Education as a priority. We follow the Newcastle Diocesan syllabus, which includes learning from and about

Christianity, Judaism and Islam. A wide variety of approaches are used including visits to places of worship, drama, dance, music, art and local walks. Should a parent wish to consider withdrawing their child from RE this would need to be discussed with the Head Teacher. However, as a Church of England School, RE is an integral part of our school life, so withdrawing a child would be in exceptional circumstances only.

Worship

The school has a daily Act of Collective Worship led by the staff, pupils and members of the local clergy. Occasionally it is led by guests, visiting clergy or other friends of the school. Individual beliefs and values are respected sensitively by those leading worship. Every term the school joins the congregation of St Maurice's Church Ellingham for a Family Service. Should a parent wish to consider withdrawing their child from Worship this would need to be discussed with the Head Teacher.

This would only happen in exceptional circumstances, because this school is a Church school, so Worship is central to our school life.

Spiritual, Moral, Social and Cultural Development

This aspect of the school curriculum is woven throughout the school day, through subject teaching and during lunch, play times and school worship. Opportunities are provided for reflection, for learning about other cultures and traditions, developing an understanding of right and wrong and learning to respect one another.

Personal, Social, Health Education and Citizenship

Healthy Schools, Spiritual, Moral, Social and Cultural Development link with this area of the curriculum and many other areas of school life.

The areas of study include First Aid, Road Safety, Democracy and activities such as Circle Time and much more.

To make it real to the children, we invite visitors in to share their knowledge, eg. a paramedic, a county councillor, a nurse etc. We also organise visits to places such as County Hall and the Health Centre.

The School has made a commitment to the Eco Schools Programme, and has now become a green flag school. All Year 4 pupils together with members of the community are members of the Eco Committee and make plans and decisions about future initiatives and take responsibility for implementing them.



Healthy Schools

The school has made a commitment to the Northumberland Healthy Schools Programme in 2001. The programme encourages healthy eating, safety, physical activities and community and school partnership.

As a result of this initiative the school has a daily fruit break and cooled water is readily available to every child in the school. Since November 2003 the school has been recognised as an accredited Healthy School and in 2007 was re accredited.



Homework

All children have homework regularly. This includes daily reading for all pupils, weekly spelling or word work and regular maths from Year1, and occasional topic research.

Assessment

At the end of the Reception year children are assessed using the National Foundation Stage Profile. This is carried out mainly through observation of everyday classroom activities and the children are unaware of assessments being made. This provides the school with a clear understanding of individual children's achievements and their readiness for starting work on the National Curriculum. Children in Year 2 take part in the National Standard Assessment procedure based on teacher assessment and standardised tasks. Optional SATs are undertaken by Year 3 and 4. Pupils also assess one another's work and their own against criteria agreed by the whole class.

Special Educational Needs

"Teaching assistants and volunteers make an important contribution to learning, particularly in helping pupils with learning difficulties and/or disabilities to achieve well"

Ofsted report 2007

All children have different strengths and abilities and extra help may be needed to develop them. The early identification of children with any kind of special need is important and advice is taken from specialists, such as the Educational Psychological Services or other appropriate outside agencies. Teachers work closely with parents of children with special educational needs to facilitate the best possible means of supporting their children. The school follows the recommendations set out in the Code of Practice for Special Educational Needs. At Ellingham we aim to give extra support to those experiencing difficulties or needing additional challenge and give them opportunities to work in small groups.

Thinking skills strategies are used with the children to support and challenge their learning whatever their abilities.

Reporting to Parents

Parent teacher consultations are held during the year when parents are invited to discuss their child's progress and look at his/her work. A written report is sent home in the Summer Term. Parents are encouraged to discuss any matter concerning their children with the teaching staff. An appointment will be made for the end of the school day to see members of staff, if appropriate.

There is a busy calendar of school events and celebrations to which parents are invited. News updates are usually circulated weekly and meetings keep parents up to date with things that are happening in school. There is also information on our web site.

Working with Parents

It is our policy to foster strong relationships with parents and we value the support they give their children in encouraging their learning. The support

of parent helpers is greatly valued and parents are encouraged to take part in the life of the school as much as they are able.

Continuing Education

We are now involved in an adult learning programme with The Northumberland Training Agency, to facilitate National Vocational Qualifications in Early Years Development and Education. We also have Post Graduate Certificate of Education placements from St Martin's College. This means we have additional adult support in school - a bonus to us all.

Clothing

Children are encouraged to wear a royal blue sweatshirt and a pale blue polo shirt. These can be purchased through school and have the school logo on them. Footwear should be comfortable and practical for indoor and outdoor wear.

For Physical Education:

T- shirt
Shorts
Sand shoes

Swimming: (For R - Y4)
(Please dress pupils in easy to change items on Thursday)

Costume
Towel

All these items should be marked clearly with the child's name. School clothing should be comfortable and have fastenings that can be managed independently.

Piano lessons

Lessons are available during school hours the current cost can be obtained from the office

After School Activities

There is a range of different clubs that vary throughout the year

School meals are cooked every day in the school kitchen. The two course meals are planned to meet the nutritional needs of the children and to introduce them to a variety of food. Meal times provide the children with an opportunity to develop friendships. If for some reason you wish to alter the lunch time arrangements for your child from packed lunch to school lunch or vice versa, it is necessary to give a minimum of 2 weeks notice as ordering for the kitchen is done well in advance. A drink of milk or water is available for children at playtime.

If your child has a packed lunch please do not give them fizzy drinks, chocolate or other sweets, try to include fruit and vegetables and make the meal as healthy and nutritious as possible.

Additional 'themed' food taster buffet meals are held each term to encourage pupils to try new foodstuffs.

Medicine

Only prescribed medicine can be given in school, once a consent form has been signed by a parent. Please do not send children with un prescribed, over the counter medicines as we will not be able to administer them

Money

It would be very helpful if all monies were brought to school on **MONDAYS** only. Cheques for dinner money and milk money should be made payable to NCC and paid in advance on a Monday either half termly or weekly. If paying cash please indicate if change is required.

Residential Visit

Towards the end of the summer term Y 3 and 4 pupils have the opportunity to spend two days and a night at Seahouses Hostel. The activities provided are largely outdoors and have included beach art, safe cycling, drumming, a visit to the Farne Islands and Bamburgh Castle.

Reporting Absence

If your child is unwell or cannot attend school for some other reason, please will you let us know by 9.30am at the latest. If we have not heard from you about your child's absence we will ring you. If we fail to make contact with you, we will contact the emergency contacts to establish that your child is safe. If we fail to make any contact we will follow up the matter further.

Holidays

Please try not to take holidays during the school term, this has an adverse effect on your child's education and missing school mean significant gaps in their learning.

Illness

If your child has been unwell please keep them at home until the symptoms have passed. In the case of sickness or diarrhoea it is important that you keep your child at home for 48 hours after the symptoms have stopped. In the case of conjunctivitis (red discharging eyes) please keep them at home for 24 hours after using appropriate medication.

Behaviour

The school expects all pupils to follow the 'Golden Rules' of the school.

These are:

- Do be gentle/ Do not hurt anybody
- Do be kind and helpful/ do not hurt people's feelings
- Do work hard/ Do not waste your or other people's time
- Do look after property/ do not waste or damage things
- Do listen to people / Do not interrupt
- Do be honest / Do not cover up the truth



The school has a written Behaviour Policy and a Home/School/Pupil agreement. We use the traffic lights system for monitoring and rewarding behaviour and the 6 steps of responsibility. If you would like further information the policy is available from the school office.

The Use of School Transport

The children who travel on school transport must be securely belted in. The staff who see the children onto the bus in the afternoons will check that they are all safely strapped in, before returning home. Please will parents of children using school transport secure their child's seat belt before the transport leaves the pick up point each morning. The driver cannot and must not do it for you.

Please continue to actively encourage your child to sit sensibly and talk to people near them with the seat belt fastened throughout the journey. Good behaviour will ensure safe travelling.

Pupils who travel on school transport are allocated to a specific route number and operator. This transport **MUST NOT** be used by pupils who have not been issued with the relevant permit as they are effectively not insured to travel. This is School Transport policy and no exceptions can be made.

We need to know of any changes you make for collecting your children. Please inform a member of staff and if someone other than yourself regularly collects your child, let us know in writing. If your child is staying to an after-school club please let us know by phone or in writing every week. If it's every week, one letter would be sufficient.

Admissions Policy

Ellingham Church of England Aided First School Admissions Policy 2008/2009

The governing body of Ellingham Church of England Aided First School is the Admissions Authority for the school and they intend to admit up to 12 pupils to the reception year group in **September 2008/2009**. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area.

The school is open to receive applications for admissions from the parents of all children. We must give priority to children in the care of the local authority (looked after children) and those with a statement of special educational needs, which names the school.

In the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

Over-subscription Criteria

1. Children who are in the care of the Local Authority of Christian Families
2. Children who are in the care of the Local Authority
3. Children of parents worshipping regularly and frequently at the Parish Churches of Ellingham, Lucker and South Charlton
4. Children with a brother or sister at the school at the time when they would be admitted to the school.
5. Children who live in the Parish(es) of Ellingham, Lucker and South Charlton
6. Children of parents worshipping in another Christian Church who wish their child to attend this school because of its Christian foundation.

7. Children who have special medical needs or other special circumstances, (supported by medical/professional opinion)

8. Other children.

Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance from home to school will be the deciding factor, with preference given to those whose home address is nearest to the school, when measured in a straight line 'i.e. as the crow flies' - between the home front door and the main gate of the school.

Waiting List

The school office will maintain a waiting list of applicants. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply.

Notes

- Parents are asked to let the head teacher know at the time of application whether their child has a disability. Parents should be assured that the nature of the disability is not grounds for refusing the application. The school will make every reasonable adjustment to ensure that disabled children are not put at a substantial disadvantage in accessing a full curriculum and that they will not be treated less favourably, without reasonable justification, than their able-bodied peers.
- If applicants are seeking admission under criterion of living in the Parish or worshipping regularly and frequently at a Parish Church as above, they will be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent.
- If applicants are seeking admission under criterion of special medical needs or other special circumstances, they will be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- A map showing the parish boundaries can be inspected at the school office.

- Ellingham Early Years Unit admissions are entirely separate and parents are asked to note that attendance at the school's nursery does not guarantee a place in the reception class.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to the Local Authority by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority.

Children from this First School usually transfer at the age of 9+ to the Duke's Middle School in Alnwick, or to Seahouses Middle School, and at the age of 13+ to the Duchess's High School, Alnwick.

Data Protection and School Health Service

Ellingham Church of England Aided First School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;

- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (mentioned above). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint¹. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website www.ellingham.northumberland.sch.uk or for those pupils/parents where this is not practical, a hard copy can be obtained from Ellingham C of E First School.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by contacting the school office on 01665 589233 or accessing www.ellingham.northumberland.sch.uk.

¹ ContactPoint is a directory that will help people who work with children and you people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support