



Glanhowy Primary School Ysgol Gynradd Glanhywi



School Prospectus 2023/2024

Reviewed: Autumn Term 2023

Ratified by Governing Body: Autumn 2023

Next Review: Autumn 2024



Welcome to our School

Glanhowy Primary School,
Dukestown Road,
Tredegar.
NP22 4QD.

Tel. 01495 722312

Dear Parent/Guardian,

On behalf of Governors and Staff, I am delighted to welcome you and your child to our wonderful school.

Starting school is an important step forward and most children make the transition smoothly and settle quickly. If your child does not, please use patience and understanding, always informing the school of any problem or worry.

The school aims to provide a caring environment and a wide range of balanced learning opportunities, which will help your child grow into an independent and responsible member of society.

We are committed to equal opportunities for all our pupils irrespective of sex, race, religion or disabilities.

We believe that all pupils:

- are to be respected and valued;
- should be given the opportunity to experience success and failure with dignity;
- should be given the opportunity to work in a variety of ways - individual, group, class;
- should be given the opportunity to work in a rich learning environment;
- should have access to a broad, differentiated curriculum.

We also believe that we can only achieve the best for our pupils by close co-operation between home and school. We are concerned about all aspects of your child's development and hope that you will support us in making this a successful and happy period in your child's life.

Mrs. R Fowler (Head Teacher)



Contents

General Aims	4
Visiting School	5
School Staff	5
School Governors	6
Admission of Pupils	7
School Uniform	7
Pastoral Care	7
Illness and Accidents	7
Head Infestation	8
Medicines	8
Health and Safety	8
Child Protection	8
School Rules	9
School Council	9
School Meals and Snacks	10
Equal Opportunities	10
Disability Action Plan	11
Access to the Curriculum	11
Additional Learning Needs	11
The Curriculum	12
Homework	14
Assessment and Reporting	15
Term Dates and Session Times	16
Charging and Remissions Policy	17
Attendance	17
Complaints/Procedures	18
Access to School Records	18
Friends of the School PTA	19
Extra Curricular	19
End of year Key Stage Assessments	19
GDPR	20



Our Mission Statement

Working Together, Growing Together

Education Aims and Values

We aim to:

- provide a happy and secure atmosphere in which children can learn effectively and will be sensitively cared for;
- ensure that all children reach the highest level possible of competence in language, mathematics, science and information computer technology;
- help children express themselves creatively through language, movement, art, music, drama and technology;
- help children understand the world in which they live through religious, moral, historical and geographical studies;
- provide children with a range of physical activities at both individual and group level;
- help children develop an understanding of their cultural heritage through the teaching of Welsh as a second language, and by developing the Welsh dimension of the curriculum whenever possible;
- develop in all children a tolerance of other races and ways of life;
- involve parents in the life of the school so that they become partners with the school in the education of their children;
- promote liaison between schools in order that the education of each child is a smooth continuous process.

We encourage all children to become responsible members of society by the development and implementation of the following values:

- To be polite, honest and truthful
- To keep promises and agreements
- To be charitable to others
- To be respectful to others and their property
- To be considerate to all living things
- To be responsible for all personal actions by developing a self discipline



Glanhowy Primary School

Visiting the School

All visitors must report to the office which is situated in the main foyer of the school. Parents wishing to see the Head Teacher should make an appointment, however, any matters of urgency will be dealt with immediately.

School Security: Please note that the school has a comprehensive security system to ensure the safety of pupils and staff. Parents needing to visit the school during the day should report to the main entrance. Access can be gained by pressing the intercom system and doors will be operated by staff.

School Staff

Head Teacher:	Mrs R Fowler
Deputy Head Teacher:	Miss H Jones
PPA Teacher	Mrs H Jones

Nursery	Mrs H Jones
Reception	Mrs C Zerk/Mrs L Holmes
Reception/Year 1	Miss N Randall
Year 1/2	Miss N Steele (Inclusion Manager)

Year 2/3	Mr R Paul
Year 3/4	Mrs R Evans
Year 4/5	Miss H Jones
Year 5	Miss C Hudsbeth
Year 5/6	Miss R Burrows
Year 6	Miss C Moseley (Leader of Learning & Teaching)
ASD Base	Mr C Salathiel
	Mrs L Holmes



Additional Practitioners

Mrs. R. Westacott
Miss. L. Broadbent
Mrs. L. Giles
Mrs. N. O'Leary
Mrs. R. Pippen
Mrs. S. Griffiths
Mrs A. Harries
Miss D. Ridings
Miss L. Cullun
Mrs T. Daley
Mrs J. Davies
Miss S. Jones

Miss C. Fletcher
Miss N. Vaughan
Mrs M Edwards
Mr E Fowler
Miss C. Mills
Miss G. Eacott
Mrs. C. White
Mrs G. Prosser
Mrs K. Harris
Miss A. Fox
Miss J. Humphries

Administration Manager

School Clerk

Caretaker

Canteen Staff

Lunchtime Supervisors

Mrs. R. MacQuade
Mrs. M. Jones (Part Time)
Mr T. Slatham
Mrs J. Adams
Mrs L. Norville
Miss D. Harris

School Governors

Chairman of the Governors

Vice Chair

Clerk to the Governors

Cllr T. Smith

Mrs T. Robinson

Representatives

Parents

Name

Mrs L. Barnsley

Mrs C. Rees

Teaching Staff

Non Teacher Staff

Blaenau Gwent LA

Mr R. Paul

Miss R Burrows

Mr A. Jones

Community

Mr D Jones

Mrs N Street

Mrs K. Evans



Co-Opted

Miss J Davies

Head Teacher

Rev M. Davis

Mrs R Fowler

The school governors serve for a period of four years and meet at least once a term. They make decisions about how the school is managed.

Parent governors:

- have a child at the school;
- elected by parents.

If you wish to become a governor ask the Head Teacher for information.

Admission of Pupils

Registration forms are sent to parents of allocated admissions during the term of their child's 3rd birthday. Parents are asked to complete these forms and return them to the address on the form. Children are then admitted at the beginning of the term following their 3rd birthday.

School Uniform

School uniform is available to purchase at school:

Green Crewneck Jumper
Elasticated Ties
Green V Neck Jumper
Green Jogging bottoms
Green Cardigans

Pastoral Care

The class teacher is concerned not only with the educational progress of your child but also with their personal and social development. The school works closely with health visitors and social and medical services to provide the best care possible.



Illness and Accidents

At the beginning of each year all parents are asked to complete a medical form **for each child**. We then devise a list of all emergency telephone numbers. **It is important that you keep us informed of any changes to this information.**

If your child becomes ill during the school day or has an accident such as a bump to the head we will contact you immediately.

Head Infestation

Schools are no longer expected to send a general alert to parents when a case is identified. However, we will inform parents if an outbreak occurs in a class. Please inform us if your child is infected.

Medicines

If a child is being treated with medication or drugs having known side effects it is vital that you inform us. We also need to know of any allergies.

Please note that the school will not take responsibility for administering general medicines to pupils. However, if children have serious allergies which may require the use of an epi-pen or the administration of prescribed drugs these will be kept in a secure place. Parents should ensure that the prescribed medication and epi-pen are placed in a plastic container clearly marked with the child's name. Parents will also need to complete a consent form allowing school staff to administer such medicines.

Children with asthma are allowed to keep their pumps in school.

Health and Safety

The school has a Health and Safety policy which aids Staff and Governors in providing a safe environment for everyone. Please note that as part of this policy **no dogs** are to be brought onto school premises and **smoking** anywhere within the school boundary is prohibited.



Child Protection

As a legal obligation the school has a duty to investigate any suspicious injuries or other signs of abuse that give us cause for concern. The School's Safeguarding Lead Officer is Mrs R Fowler and Miss H Jones.

School Rules

School rules are mainly concerned with safety and well-being:

- Pupils should always arrive at school on time.
- School begins at 8.50 a.m. in the morning for all pupils;
- Lunch is at 11.40pm - 12:40pm at Foundation Phase pupils and 12.10 pm - 1pm for KS2 pupils.
- Nursery pupils should be brought to the nursery entrance at:
Afternoon Session - 12:40pm -3.10pm.
- No pupil is allowed to leave the school premises during the day without the permission of the Head Teacher. Pupils having lunch in school are not allowed to leave the school premises during the lunch hour.
- When moving around the school pupils are expected to walk calmly on the left hand side.
- **The wearing of jewellery is prohibited as it constitutes a danger. Children whose ears have been pierced may wear small stud earrings. Pupils may wear a watch.**
- Pupils should wear suitable footwear to school. High heels have resulted in pupils stumbling and hurting themselves.
- Pupils should not bring to school any item which could prove to be a danger to themselves or others.
- Pupils are not allowed to bring mobile phones to school.
- The school will not accept responsibility for the loss of any items (such as toys), which may have been brought to school, unless requested by the class teacher as part of project work.
- During break times pupils should remain in full view of staff on duty i.e. in the main school yards.
- The climbing of walls, gates and fences is forbidden.
- Bullying, misbehaviour and bad language will not be tolerated. All forms of bullying are unacceptable and will be dealt with in line with the school's bullying policy.



We expect all pupils to behave in a polite and responsible manner. Pupils will be treated courteously and with respect by all staff; such standards will also be expected of pupils. Pupils will be encouraged to develop self-discipline and a sense of responsibility.

Pupil Leadership Team

The Pupil Leadership team meets at least twice a term. They represent the views and concerns of all the pupils at the school. They consider suggestions and discuss any issues that arise out discussions with their peers. The school council bring any issues to the attention of the Head Teacher for her consideration.

School Meals and Snacks

As school meals are not organised by the school any queries regarding them should be made to the Cook at the school (01495) 722312 or to Blaenau-Gwent catering on 01495 355500. There is no cost for a school meal.

Parents are requested to respect the school's policy on healthy eating by providing a healthy packed lunch. Sweets, chocolates and chewing gum are not allowed in school. Glanhowy Primary is an accredited healthy school. Part-time Nursery pupils do not stay for school meals.

Milk is provided, free of charge, for Foundation Phase pupils. A free breakfast club is available for all pupils. Breakfast is served between 8.20 a.m. and 8.50 a.m. Forms to register are available at breakfast club.

Equal Opportunities

Governors have a statutory responsibility to maintain a general oversight of the organisation and curriculum of their school.

Whilst not being involved in the day-to-day running of the timetable, their role is one of asking questions and reviewing and monitoring the situation. They must be satisfied that curriculum content does not discriminate against boys or girls, either in the manner in which material is presented, or the way in which pupils are afforded access to particular courses of studies.



It must be remembered that the curriculum is not simply a collection of subjects but embraces everything that goes on in the school. Here at school we adopt a whole school equal opportunities policy whereby there is no discrimination between boys and girls wherever possible i.e.

- They play the same team games;
- They are given the opportunity to learn the same skills across the whole curriculum;
- There is full integration of all children whenever gathered together, including pupils with physical disabilities;
- Children are encouraged to be tolerant towards all others, different religions and ways of life.

Disability Action Plan

No pupil will be refused entry to the school, or to the curriculum and associated educational and social activities, on the grounds of disability. A full disability access audit by the Education Authority has been undertaken.

Access to the Curriculum

No pupil will be exempt from any educational activity on the grounds of disability. Pupils with special requirements will be identified as early as possible. Close links with the Health Visitor will help alert the school to the possible admission of such pupils. The Additional Learning Needs Co-ordinator will review each pupil's needs, on entry, in consultation with the class teacher, parents and the Educational Psychologist to evaluate what the school and the LA need to do in order to ensure full access to the curriculum. Where necessary, staff will be prepared by means of information sheets, briefings and by training events so that pupils with disabilities can be supported across the curriculum.

Disapplication from the curriculum requirements will be sought only in the very rare cases where a pupil, by virtue of the disability, will find it impossible to comply.



Additional Learning Needs

Pupils with Additional Learning Needs include those with particular gifts or talents as well as those who are experiencing learning difficulties.

The school has a comprehensive policy for Additional Learning Needs (ALN), a copy of which is available from the Head Teacher. If necessary a formal assessment is undertaken by the psychologist, which may or may not lead to the drawing up of an Individual Education Plan outlining the barriers to learning and specialist provision that may need to be put in place for the child.

Children do not develop at the same pace and occasionally they may need help on their way. Parents are fully informed and involved in all stages of the Additional Learning Needs programme via a Person Centered Planning (PCP) approach. Children with Additional learning needs may receive additional support in the classroom as part of universal provision or may be withdrawn individually or in small groups to work on targets set by the class teacher.

The Curriculum

Each member of staff is responsible for different areas of learning and experience (AoLE). Teachers have produced school policies and schemes of work which cover the Early Years Curriculum and Literacy and Numeracy Framework. These are continually being reviewed and updated.

3-7 Phase and 7-11 Phase pupils in Glanhowy Primary School are taught through the 6 areas of learning and experience (AoLE). In addition literacy and numeracy across the curriculum (LNF) and the digital competency framework (DCF) are taught across the curriculum.

The six Areas of Learning and Experience (AOLEs) are as follows:

- Languages, Literacy and Communication (LLC)
- Mathematics and Numeracy
- Science and Technology
- Humanities
- Health and Wellbeing
- Expressive Arts

Our school aims to ensure that all pupils receive a broad, balanced curriculum to ensure continuity and progression, as well as pace and challenge. Our Curriculum Summary is available on the school website if you would like further information.



Literacy, Languages and Communication

Each teacher provides a varied and stimulating environment to encourage the development of Speaking and Listening, Reading, Writing, Spelling and Handwriting. Teachers believe that all work should be neat and acceptably presented.

Pupils are initially taught through the Read, Write Inc programme. Other schemes are used to broaden the reading development of your child and a close liaison between parents and teachers is encouraged. Our aim is to make children readers in the whole sense of the word - for enjoyment, to retrieve information, to gain new information, to read signs, posters etc.

We have a school library and children are encouraged to borrow books for use within school and home. The children participate in the Accelerated Reading Programme on a weekly basis and we have e-books which are available through the BUG Club. It is important that your child reads books other than those from the school reading scheme.

Mathematics and Numeracy

EAS Tapas is used along with White Rose Math's. Other books and materials are used to ensure that the National Curriculum requirements are fulfilled. There is a great emphasis on mental mathematics and problem solving.

Homework

Homework will involve a menu of activities from across the curriculum for pupils to choose from which will often include homework set using our VLE programmes which are available to use at home. Homework Menus will be sent home each half term for pupils to work on in their learning logs and then returned to school for homework to be reviewed and a new menu to be provided. It is important pupils look after their learning log as it has copies of their VLE passwords in it which are needed throughout the year.

Assessment and Reporting of Children's Progress



The class teacher is continuously assessing your child's progress in order to inform the next stage of learning. This assessment information is passed from class to class to ensure continuity and progression.

3-5 Phase

An initial assessment of nursery pupils, referred to as baseline assessment, is undertaken during the first term when each child has settled. This assessment gives information on personal and social development and ability in literacy and numeracy. The baseline assessment for reception pupils is carried out during the first half of the Autumn term.

Parents of Nursery and Reception children will have close contact with the 3-5 Phase staff on a daily basis when information can be exchanged. Parents will also receive a written report in the Summer term. There will be the opportunity to meet the class teacher to discuss progress.

5-11 Phase

Parents of pupils in other classes are invited to the school during the year. It is important that you take advantage of these opportunities to meet with the class teacher. Formal meetings take place in the Autumn and Spring terms when you will be given a private appointment to allow you to speak to the class teacher confidentially about your child's progress.

Term Dates 2023/2024

	First day of term	Last day of term
Autumn Term	1 st September 2023	27 th October 2023
Autumn Term	6 th November 2023	22 nd December 2023
Spring Term	8 th January 2024	12 th February 2024
Spring Term	19 th February 2024	22 nd March 2024
Summer Term	8 th April 2024	27 th May 2024
Summer Term	3 rd June 2024	19 th July 2024

Session Times

Mornings:

8.50 - 11.40 (3-7 Phase)

8.50 - 12.15 (7-11 Phase)



Afternoons:

12.30-3.00 (Nursery)
12.40 - 3.00 (3-7 Phase)
1.00 - 3.00 (7-11 Phase)

All entrance doors are opened at 8.50 a.m. A member of staff will be on duty to greet you and your child. For security purposes doors will be locked after pupils have arrived at 9am. Parents arriving late with their children will need to gain access through the main entrance, which operates a buzzer system. We have to take such precautions to ensure your child's safety. All parents need to sign the late register.

Children are encouraged to say goodbye to their parents at the school entrance and then make their way into class where all teaching staff will be on duty from 8.50 a.m. Children should not arrive at school before this time unless attending breakfast club. The school doors open at 8.50 a.m. There will be occasions when

parents need to see the class teacher and enquiries should be kept to an acceptable minimum between 8.50 a.m. and 9.00 a.m. Teachers are unable to see parents during teaching time. Appointments can be made to see the class teacher at a mutually convenient time.

Charging and Remissions Policy

Throughout the school year classes are taken on educational visits to enhance their understanding of certain topics being studied. Obviously the school is unable to fund these visits and parents are asked to voluntarily contribute the full cost. Please note that no pupil is allowed on an educational visit without written permission from parent or guardian. Under Section 110 of the Education Reform Act all children must be included in educational visits or other activities whether they have contributed the full cost or not. However, the school reserves the right to cancel any activity or visit if sufficient contributions are not received.

Attendance

The importance of attendance and punctuality cannot be over emphasised and is continually encouraged at school. All of the schools in Tredegar area have implemented a common approach to improving attendance using Callio. The schools have agreed a target of 97% for each pupil and developed a process to allow schools to reach the target.



Parents will receive a letter each half term with a colour code red, amber and green to indicate the level of attendance achieved during the term. This is explained further in the documentation that has been sent to all parents.

If absence is unavoidable because of illness or any other reasonable cause it is important that you inform us by telephoning the school on the first day of absence. If a child is absent from school and no message has been received with regard to the nature of the absence the school will operate a 'First Day Response' policy. A member of staff will telephone the child's home to investigate the reason for the nonattendance. The school also works closely with the Educational Welfare Officer in monitoring pupils' attendance.

There is an increasing trend for parents to take children away for annual holidays during term time. The Governing Body are aware of the many reasons why this happens, but would urge parents to think seriously about the effects

on their child's education. Parents planning to take pupils on holiday during term time should submit a written request to the Head Teacher before the start date of the holiday. The Head Teacher will make the decision whether to authorise or not based on an individual pupil's circumstances.

Complaints Procedure

It is the policy of the school and its Governors that any grievance or complaint is taken seriously and dealt with in an appropriate manner. Most problems can be dealt with by an informal discussion with the class teacher. If the situation cannot be resolved or the issue is more serious or sensitive, an appointment should be made to see the Head Teacher. If not resolved with the Head Teacher a complaint should be made in writing to the Chair of Governors who will take your complaint to the complaints panel and the LA's formal complaint procedures will be initiated. At this stage you will be provided with a copy of these procedures.

Access to School Records

The following documents are available at any reasonable time to Governors, Parents and anyone else who wishes:

- Policy documents for all curriculum areas of learning and experience;
- School Development Plan;



- Pupil Progress information;
- Governors Annual Report to parents;
- A range of policies covering other aspects of school life.

Extra-Curricular Activities

These take place at appropriate times throughout the year.
The times of the clubs are 3.00-4.00pm.

Glanhowy Primary School PTA

The school has an active Parent Teacher Association which raises funds and provides activities for the children. Meetings are held to discuss forthcoming events.

The PTA usually arranges one or two functions per term and the continued success of association depends on the support of parents and friends of the school. Funds raised are usually used to purchase items of equipment which enhance the school curriculum.

GDPR Privacy Notice to Parents

What happens to information held about you? Your rights and our obligations to you.

How We Use Personal Data

This document explains how Glanhowy Primary School, holds, uses and discloses information about people (their personal data), the steps we take to ensure that it is protected, and also describes the rights individuals have in regard to their personal data handled by the school.

The use and disclosure of personal data is governed by the Data Protection Act 2018 ('the Act'). Glanhowy Primary School is registered with the Information Commissioner's Office as a 'data controller' for the purposes of the Act. As such Pen-Y-Cwm is obliged to ensure that it handles all personal data in accordance with the Act.

Glanhowy Primary School takes that responsibility very seriously and takes great care to ensure that personal data is handled appropriately in order to secure and maintain individuals' trust and confidence in the school.



1. Why do we handle personal data?

Glanhowy Primary School processes personal information to enable it to provide a range of public services to local people and businesses which include:

- Maintaining our own accounts and records
- Supporting and managing our employees
- Promoting the services the School provides

2. What type/classes of personal data do we handle?

In order to carry out the purposes described under section 1 above Glanhowy Primary School may obtain, use and disclose personal data including the following:

- Personal details
- Family details
- Lifestyle and social circumstances
- Employment and education details
- Student and pupil records
- Case file information
- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs of a similar nature

Glanhowy Primary School will only use appropriate personal data necessary to fulfil a particular purpose or purposes. Personal data could be information which is held on a computer, in a paper record i.e. a file, as images, but it can also include other types of electronically held information e.g. CCTV images.

3. Who information is processed about

In order to carry out the purposes described under section 1 above Glanhowy Primary School may obtain, use and disclose personal data about the following:

- Suppliers
- Staff / persons contracted to provide a service
- Professional advisors and consultants
- Students / pupils
- Individuals with parental responsibility for students / pupils
- Carers or representatives
- People captured by CCTV images



- Representatives of other organisations



4. Where do we obtain personal data from?

In order to carry out the purposes described under section 1 above Glanhowy Primary School may obtain personal data from a wide variety of sources, including the following:

- HM Revenue and Customs;
 - Defence solicitors;
 - Courts
 - Prisons;
 - Voluntary sector organisations;
 - Approved organisations and people working with the School;
 - Auditors;
 - Central government, governmental agencies and departments;
 - Emergency services;
-
- Individuals themselves;
 - Relatives, guardians or other persons associated with the individual;
 - Current, past or prospective employers of the individual;
 - Healthcare, social and welfare advisers or practitioners;
 - Education, training establishments and examining bodies;
 - Business associates and other professional advisors;
 - Employees and agents of the School;
 - Persons making an enquiry or complaint;
 - Medical consultants and GPs
 - Local government;
 - Voluntary and charitable organisations;
 - Ombudsman and regulatory authorities;
 - The media;
 - Data Processors working on behalf of the School;
 - Information openly available on the internet.

Glanhowy Primary School may also obtain personal data from other sources such as its own CCTV systems, or correspondence.

5. How do we handle personal data?



Glanhowy Primary School Prospectus Academic Year 2023/2024

In order to achieve the purposes described under section 1 Glanhowy Primary School will handle personal data in accordance with the Act.



In particular we will ensure that personal data is handled fairly and lawfully with appropriate justification. We will strive to ensure that any personal data used by us or on our behalf is of the highest quality in terms of accuracy, relevance, adequacy and non-excessiveness, is kept as up to date as required, is protected appropriately, and is reviewed, retained and securely destroyed when no longer required.

6. How do we ensure the security of personal data?

Glanhowy Primary School takes the security of all personal data under our control very seriously. We will ensure that appropriate policy, training, technical and procedural measures are in place, including audit and integrity monitoring, to protect our manual and electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason to do so, and then under strict guidelines as to what use may be made of any personal data contained within them. These procedures are continuously managed and enhanced to ensure up-to-date security.

7. Who do we disclose personal data to?

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the Act. What follows is a description of the types of organisations we may need to share some of the personal information that we process with for one or more reasons:

- Family, associates or representatives of the person whose personal data we are processing
- Healthcare, social and welfare organisations
- Educators and examining bodies
- Local and central government
- Press and the media
- Professional advisers and consultants
- Courts and tribunal
- Trade unions
- Professional bodies
- Survey and research organisations
- Police forces
- Voluntary and charitable organisations



- Students and pupils including their relatives, guardians, carers or representatives
- Data processors
- Regulatory bodies
- Local and central government
- Partner agencies and approved organisations
- Service providers
- Healthcare professionals
- Current past and prospective employers and examining bodies
- Law enforcement and prosecuting authorities
- Legal representatives / defence solicitors
- The disclosure and barring service

It may sometimes be necessary for the School to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the Act.

8. What are your rights in relation to your personal data which is handled by Glanhowy Primary School?

Individuals have various rights under the Act:

Right of access

You can obtain a copy, subject to exemptions, of your personal data held by Glanhowy Primary School. A copy of the application form is available on the Council's website.

Under the Act you are also entitled to obtain confirmation as to whether or not data concerning you is being processed by the School. Where that is the case, you are entitled to the following information subject to exemptions:

- The purposes of and legal basis for the processing
- The categories of personal data concerned
- The recipients to whom the personal data has been disclosed
- The period for which it is envisaged that the personal data will be stored
- Communication of the personal data undergoing processing and of any available information as to its origin.

**Please note that 'processing' means an operation or set of operations performed on personal data such as collection, recording, organisation, structuring, storage, adaption, alteration, erasure, restriction, retrieval.*



Proof of ID and any further information needed to locate the information may be required before the School can comply with your request.

Any request for the above information should be made in writing to the Data Protection Officer and the School will respond within one month.

Rectification of data

You can request the School to rectify inaccurate personal data relating to you. If the data is inaccurate because it is incomplete, the School must complete it if required to do so by you.

A request should be made in writing to the Data Protection Officer and a response will be sent within one month.

Erasure or restriction of personal data

You can request that the School erase your data or restrict any processing of your data, subject to exemptions.

All requests should be made to the Data Protection Officer. The School will then inform you of whether the request has been granted and if it has been refused, the reasons for the refusal.

Right not to be subject to automated decision-making

Under the Act you have the right, subject to exemptions, not to be subject to a decision when it is based on automated processing and it produces a legal effect or a similarly significant effect on you. You have a right to express your point of view and obtain an explanation from the School of its decision and challenge it.

However, it should be noted that this right does not apply to all decisions as there are exemptions for example authorisation by law, performance of a contract to which you are a party.

9. How long does Glanhowy Primary School retain personal data?

The School keeps personal data as long as is necessary for the particular purpose or purposes for which it is held in accordance with the School's Retention Policy.

10. Contact Us

You can raise concerns with the Information Commissioner for Wales. The Information Commissioner can be contacted at:



Information Commissioner's Office - Wales

2nd Floor

Churchill House

Churchill Way

Cardiff

CF10 2HH

Telephone: 02920 678400

Fax: 02920 678399

Email: wales@ico.org.uk Website: <https://ico.org.uk/>