

NYLAND SCHOOL

Taking parents step-by-step through starting school





Paul Holroyd, Headteacher, says:

WELCOME

Welcome Nyland School and I look forward to getting to know you and your child.

WE NEED SOME INFORMATION FROM YOU

We need some information from you, so could you please follow the steps in this Parent Handbook and hand in your completed forms to the school.

ANSWERING YOUR QUESTIONS

On page 9 is Key Information and pages 10 - 11 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01793 535023 and we will be happy to help!

TERM DATES

On page 12 are the term dates.

It is lovely to hear that your child is starting at our fabulous school. Thank you for selecting us!



STEP 1 ADMISSIONS FORM

N	IYLAND	SCHOOL						
Pupil Information								
Pupil Name								
			Place of bi	irth:				
Address:			Home Language:					
			First Lang	uage:				
Date of birth:			Gender:					
School year:			Religion:					
Parent/Carer Information								
Name:				Relationship To pupil:				
Date of birth			NI Number:	NI Number:				
Address:			Home numb	er:				
			Mobile num	Mobile number:				
			Email addre	Email address:				
Name:			Relationship	To pupil:				
Date of birth			NI Number:					
Address:	dress:			Home number:				
				ber:				
			Email addre	ss:				
Carer information i	f the pupil is	looked after						
Name:			Relationship To pupil:					
Address:				er:				
			Mobile number:					
			Email address:					
Siblings								
Name:		Age:		Lives with	<u> </u>			
		Age.		Lives Witti:				
1								
2								
3								
4								
Emergency Contacts (in order of preference):								

Emergency Contacts (in order of preference):							
Name	Relationship to Student	Address	Contact number				
1.							
2.							
3.							

STEP 1 ADMISSIONS FORM

NYLAND SCHOOL

Last school attended						
1.						
Ethinicity Please tick: White - UK White - European Black - Other Black - African Black - Caribbean Black - Other Bangladeshi Pakistani Indian Chinese Mixed Heritage Traveller						
Dietary Requirements Please indicate below if your child has a specific dietary need: No Dairy produce ☐ No Seafood ☐ Vegetarian ☐ Halal ☐ No Eggs ☐ Gluten Free ☐ Halal ☐ Kosher ☐ No Nuts Please specify type: Other						
Is your child entitled to Free School meals? Yes No Not sure If not sure: School will make an application on your behalf. If you do NOT wish an application to be made please indicate here:						
Doctors information						
Doctors Name						
Address						
Contact Number						
Other Agencies providing help or support						
Agency Please specify	Contact Name	9	Contact de	tails	Telephone/Email	
1.						
2.						
3.						
4.						

STEP 1 ADMISSIONS FORM NYLAND SCHOOL

STEP

STEP

Medical Information Please indicate any medical	al informati	ion belov	N				
Any Known Medical							
Conditions and allergies							
Does your child have ast	hma?		Yes	□ No	• 		If yes: Do they need an inhaler in school?
Does your child wear gla	sses in sch	ool?	Yes	☐ No	· 🗆		
Does your child need med	dication in s	school?	Yes	□ No	· 🗆		If yes: Please complete the attached IHCP forms and return.
SEN Information							
Does your child have a di	iagnosis?	Yes 🗌	No [If y	es please detail:
Does your child Have an	FHCD?	Yes 🗌	No [_		If v	res: What is the date of their EHCP?
Does your orma riave arr		1.03	110 [9	What is the date of their Errer .
Getting to know your chi It helps with transition if w following with as much de	e know as r	nuch ab ible.	out y	our chi	ild as	s pos	ssible to help them settle in. Please answer the
Child's likes							
Child's dislikes							
Behaviour traits							
Behaviour triggers							
Any other information yo	ou feel we i	need to	knov	v?			
	u are also gi						ded is correct and that you have read our pri- a free school meals application on your behal
Signed:							Date:
Signed:							Date:

STEP 2 PARENTAL PERMISSIONS NYLAND SCHOOL

Parental permissions								
Childs Name:								
Use of photographs, Video Recordings and Audio Recordings of Pupils, we use these in a variety of ways such as:								
· On notice boards around the school								
· Photographs in school publications such as the new parent handbook								
· Articles that appear in the newspaper, on the television or the radio								
Articles on the school Website, School Facebook yourselves and the general public via the interne		ages will b	oe available to					
I give permission for the use of photographs, video both within school and for external uses.	ruse	Yes No No						
First aid								
First aid								
I give permission for staff to administer basic first	aid where necessary	Yes 🗌 No 🗌						
I give permission for my child to have plasters if re	Yes 🗌 No 🗌							
Educational visits and trips								
I give permission for my child to take part in organ	Yes 🗌 No 🗌							
I give permission for my child to take part in Outd the school's EQ curriculum	Yes 🗌 No 🗌							
I Understand that additional permissions may be	Yes 🗌 No 🗌							
I give permission for my child to attend swimming	Yes 🗌 No 🗌							
Parent Declaration Please sign below to confirm that the information you have provided is correct and that you have read our privacy notice. By signing you are also giving us permission to make a free school meals application on your behalf unless you have specified not to.								
Signed:	Date:							
Signed:	Date:							

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STEP 3 PRIVACY NOTICE FOR **PARENTS AND PUPILS**

NYLAND SCHOOL

How we use personal information

WHY DO WE COLLECT AND USE **PERSONAL INFORMATION:**

- · To support pupils learning
- · To monitor and report on pupils progress
- · To provide appropriate pastoral care
- · To assess the quality of our services and how well our school is doing
- · Statistical forecasting and planning
- · To comply with the law regarding data sharing

THE CATEGORIES OF PERSONAL INFORMATION THAT WE COLLECT, HOLD AND **SHARE INCLUDE:**

Personal information (such as name, unique pupil number, date of birth and address)

- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and exclusions)
- · Assessment information
- · Modes of travel
- · Relevant medical, special educational needs and behavioural information.

The General Data protection regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category information, we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data include the Education Act 1996, 2002 and 2011, The children's Act 1989 and 2004, Education and skills Act 2008, School standards framework Act 1988 and the Equalities Act 2010.

Nyland School collects and uses pupil information to comply with legal obligation and protection of vital interests (ref: Article 6, and Article 9 where data processed is special category data from the GDPR)

COLLECTING PERSONAL INFORMATION

Whilst the majority of personal information you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

STORING PERSONAL DATA

We hold pupil data for/in accordance with our retention schedule (copy of which can be found on the policies website of the school website) this schedule will detail the length of time personal data will be stored.

WHO DO WE SHARE PUPIL INFORMATION WITH?

We routinely share pupil information with:

- · Our local Authority (Swindon Borough Council)
- · Children's Services
- · The Department for Education (dfe)
- · Health professionals to include School nurse, Speech therapist, Health visitor, Educational psychologist. CAHMS, TAHMS, EMTAS
- \cdot SEND professionals or educational settings
- · Schools that pupils attend after leaving Nyland

WHY DO WE SHARE PUPIL INFORMATION?

We do not share personal information with anyone without consent unless the law and our policies allow us to do so

We share pupils' data with the Department of 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 of Education (DfE) under section 3 of the Education (information about individual pupils) (England) regulations 2013.

STEP 3 PRIVACY NOTICE FOR **PARENTS AND PUPILS**

NYLAND SCHOOL

DATA COLLECTION REQUIREMENTS

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

https://www.gov.uk/education/data-collectionand-censuses-for-<u>schools</u>

THE 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 pupil information we share with the department, for the purpose of data collections, go to:

https://www.gov.uk/education/data-collection-and-censusesfor-schools

To find out more about the NPD, go to

https://www.gov.uk/government/publications/nationalpupildatabase-user-guide-and-supporting-information

The department may share information about our pupils from the NPD with third parties who promote the education or wellbeing 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 Mr Paul Holroyd - Principal assessment of:

- · Who is requesting the data
- · The purpose for which it is required
- · The level and sensitivity of data requested
- · 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 confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing processes please visit:

https://www.gov.uk/data-protection-how-we-collect-and-shareresearch-data

For information about which organisations the department has provided pupil information, (and for which project), please

https://www.gov.uk/government/publications/national-pupildatabase-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

REOUESTING ACCESS TO YOUR PERSONAL DATA

Under the 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 the

You also have the right subject to some limitations 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
- Claim compensation for damages caused by a breach of the Data protection regulations if you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the information Commissioners Office at https://ico.org.uk/

If you would like to discuss anything in the privacy notice please contact:

KEY INFORMATION

WHAT ARE OUR SCHOOL TIMES? UNIFORM

School starts Monday to Thursday at 8.50am and ends at 3.00pm.

School starts Friday 8.50am and ends at

Lunch break: 12.40pm

BREAKFAST CLUB

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We do not run a pre-school breakfast club. However all pupils are offered a breakfast soon after they arrive at school, this is provided free of charge.

ARRIVALS AND DEPARTURES

It may be possible that your child will be eligible for free transport to school. You can check your eligibility and apply for school transport through Swindon Borough council using the following link https://www.swindon.gov.uk/xfp/form/962 please be aware that this process can take some time so it would be beneficial to organise as soon as possible. If you reside outside of Swindon Borough you will need to check the website of the Local Authority Area you live in, please ask at the school office if you need help.

If you're running late to drop off or collect your child, please contact the school office on 01793 535023 or email scole@nvlandpri.swindon.sch.uk and confirm your expected time of arrival. Please remember it is important to bring your child and collect your child from school on time. If a pupil is exhibiting particularly challenging behaviour at the end of the day and could risk the safety of the staff and pupils on the transport, SLT will make a decision about whether parents need to be called to collect the pupil.

To ensure all students look smart and best represent Nyland School, we have a number of rules when it comes to school uniforms. Our school uniform consists of:

- · A green Nyland school sweatshirt or fleece.
- · A white polo shirt.
- Black shoes

The first sweatshirt is free, but the cost afterwards will be £15 each. Your child will also be given a school book bag You can order a school fleece in addition to a jumper with prices starting from £17.99



P.E. AND GAMES

PE kits should be brought in a suitable named bag. Please label all clothing with your child's name. The PE kit consists of:

- A white t-shirt.
- Black shorts
- · A dark tracksuit in winter.
- Daps or trainers.

ADDITIONAL UNIFORM REQUIREMENTS

Jewellery should be kept to a minimum. It is fine to wear jewellery due to a religious belief. Earrings should be small stud earrings. Hoop earrings are not allowed as they are a risk during PE lessons and at playtime. Nail varnish and makeup are not permitted in school, unless with the express permission of the principal.

If, for cultural reasons, parents wish their child to wear a particular type of clothing during the school day, this is absolutely fine. Examples include a turban, headscarf, or a PE kit that includes longer length trousers.

LABELLING OF CLOTHING

Please ensure that all clothing and possessions are clearly marked with your child's name. The school will not accept responsibility for lost or damaged belongings



an application form can be found via Swindon Borough Council website.

PACKED LUNCHES

FREE SCHOOL MEALS



FREQUENTLY ASKED QUESTIONS

ABSENCE

At Nyland our children are in school every day and arrive on time. If your child is going to be absent from school due to illness be sure to contact school before 8.45am on 01793 535023. If your child is suffering with sickness or diarrhoea the 48 hour rule applies. Please seek medical advice if you have concerns about your child's health.

OUR ATTENDANCE EXPECTATIONS

Please ensure that reasons for absence are communicated to school by 8.45am on the morning of the first and each following day of absence. When school attendance falls below 95% it is considered a cause for concern (95% is 10 missed days across the school year). Attendance below 95% will trigger a new process by which you will receive notification of your child's attendance. If improvement is not made, there is a graduated response which could result in legal action. Excellent attendance at school is vital to allowing children to fulfil their potential.

MEDICAL APPOINTMENTS

To help keep school days consistent please try to make medical appointments (where possible) outside of the school day and please communicate in advance should the appointment have to take place during school hours. We understand that there are occasions when appointment times are outside of your control.

HOLIDAYS IN TERM TIME

In 2016/17 more than 1,500 fines were issued to parents across Swindon in relation to poor school attendance. We want to work with you to prevent this happening to our parents so we ask that holidays be taken outside of term time. Parents should not expect that schools would automatically agree to an absence from school during term time. All requests are at the discretion of the principal or the member of staff with designated authority in the absence of the principal. Should you be going on holiday during term time or have another reason for absence, an Absence Request Form is available from reception. Please be aware that a fine of £60 per child, per parent could be issued.

MEDICATION IN SCHOOL

We will supervise the administration of medication for children who have long term medical needs, this includes children with asthma, epilepsy, diabetes and severe allergies. The school will only accept prescribed medicines that are:

- In-date.
- · Labelled.
- · Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

All medication/inhalers will be kept in a locked cabinet within the school office/ medical room. We do recommend that

a spare in their classroom for emergencies. First Aiders can only supervise the administration of any long term medicine but in the event of a medical emergency, medication (if required) will be administered by a first aider in accordance with the individuals care plan (IHCP) if they have one

Records of all medication administered within the school will be kept. For nonprescribed medicines or prescribed medicines for short term medical conditions please contact the school office and arrangements can be made on the provision of parents' signatures.

MOBILE PHONES

Mobile phones are not permitted in school.

JEWELLERY. TOYS AND OTHER PERSONAL ITEMS

Should children choose to bring items from home that support their learning it is on the understanding that they must take full responsibility for looking after such items. The bringing in of toys and other personal items is not actively encouraged.

INTERNET SAFETY

Our school is committed to ensuring the online safety and wellbeing of our school community. We aim to support everyone at our school so that they are able to enjoy all the benefits of the digital world in a safe · Outdoor pursuits which include and secure way.

BE SMART ON THE INTERNET

In order to help keep your child safe on the internet we follow our SMART rules. A great way to help keep your child safe online is to help them learn these rules:

- **S** Keep your personal information safe and secure. If someone asks for your personal information do not share it with them. Check with an adult first.
- M Never agree to meet anyone that you chat to on the internet, they may not be who you think they are. Always let an adult know if this happens to you.
- A Do not accept unusual emails or messages. They may contain nasty viruses that can damage your computer, or they may have nasty messages from people who are not very nice.
- **R** Remember, information on the internet and pick up on details that could only be may not be true. Always double check any information on a more reliable website.
- T If anything makes you feel worried tell your parents, teachers or an adult you can trust/The can help!

EXTRA GUIDANCE

Please visit our website for more information and guidance on internet safety for your child. You will find helpful suggested age restrictions for social media as well as the details on the Report Harmful Content Button

CHILDREN'S WELFARE

In order to ensure the safety of all children in our care, we are required to follow the child protection procedures as agreed by the local education authority. We will endeayour to share with parents/quardians any concerns we may have regarding any injuries noted or other specific issues regarding the welfare of their child. We will keep a record of any concerns raised and will share them with the parents/guardians if it is appropriate to do so.

We do have a duty to refer to social care if we suspect a child is at risk of significant harm. If we make a referral to social care, we will inform the parents/guardians concerned; unless to do so would place the child at increased risk of significant harm.

Our first concern will always be the welfare

CLUBS, ACTIVITIES, TRIPS AND

Our school arranges a variety of school trips for pupils throughout the year. Each trip is designed to help your child learn in a different environment while having fun and developing their social and emotional and skills.

- · Swimming lessons are held at Highworth Swimming pool.
- orienteering, canoeing, mountain biking and shelter building.
- · Board games.
- · Variety of sports.

ENRICHMENT PROGRAMME

Spending time away from their desk on a school trip is a fantastic way for your child to experience a variety of exciting new situations. What's more, they'll be able to apply their learning in real-world contexts and develop skills - emotionally, social and academically - in a fun, safe environment.

Your child will have the chance to see new things and learn about them in an active, holistic way. Our school trips are structured to bring learning to life and give your child a sense of agency over what, and how, they learn. Your child will absorb information presented in a textual or abstract way in the classroom. Each term every class will take part in an outdoor pursuits session. this will focus on developing personal skills such as resilience, teamwork and self-esteem. These sessions normally take place out of the school environment, you will be given full details of each session.

RESIDENTIALS

We have an annual residential visit for pupils in Year 6, this to help encourage pupils to become more independent. This visit will be subsidised by the school but parents will be asked to make a financial contribution.

SPECIAL EDUCATIONAL NEEDS

Nyland School prides itself on its ability to offer and successfully deliver a curriculum that is inclusive to all children, irrespective of need.

All staff work closely as a team and, as a result, are able to support children with a wide range of academic, physical, and social needs. This may be in the form of classroom-based support or withdrawn support, often in small group or one-toone sessions, using resources from within the school and from the support services within the authority.

PARTNERSHIPS

The school maintains close working relationships with children, staff, parents. and other agencies. Indeed, partnership with parents is of the utmost importance. We encourage parents to discuss progress regularly with class teachers and with our Special Educational Needs Coordinator (SENCO), Mrs Gina Birkett. If you would like to discuss any issue regarding your child or special educational needs, please speak to our Mrs Birkett, who will be happy to provide both information and support.

and services to support our pupils in school if necessary. These include educational psychotherapy, occupational therapy and speech and language therapy.

CHARGING POLICY

Music tuition if part of the curriculum and is free of charge. Education outside of school time that is not part of the curriculum may be charged for as might residential or other school trip associated costs. Payments for school trips, including stage payments where required, will normally be collected via the school's online payment system. Details will be shared, including when payments are due and how to pay, as and when school trips are offered. Cash or cheque options are available from the school office.

Students who qualify for free school meals **GOVERNORS** will be offered a free or subsidised place where possible. Our aim is to make all of our school trips and activities accessible to all of our pupils.

EMERGENCY ARRANGEMENTS

Wherever possible, Nyland School will always try to stay open, even in bad weather. Sometimes, however, it may be necessary, because of poor weather conditions or other reasons beyond our control, for the school to be closed. If the school is closed, all parents will receive a text via no-reply pupilasset, while we will also publish important announcements on our website. The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed.

STAY IN TOUCH

For hour-by-hour updates about school closures in the region, please check the following websites:

- · Heart Wiltshire Radio
- RRC News
- · Swindon Advertiser

CONTACT NUMBERS

In the event of the school having to close during the day due to unforeseen We also draw on a number of professionals worsening weather or similar unforeseen circumstances, parents/carers will be contacted. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

PARENTAL INVOLVEMENT

We very much want parents to become involved in the life of the school. We have a family support worker (Michelle Wynn) who will try and contact all families during the school year. At the end of every term we hold a 'Family Friday', on these days parents are invited into school to spend time in their child's class, see the work their child has produced and speak to the class teacher.

Nyland School Local Governing Body (LGB) information can be found on the school website. Nyland School belongs to a Strategic group of the Special Schools within the White Horse Federation and the Chair of this group is Philippa Dancey.

If you need to contact the Chair of Governors in relation to issues at Nyland School, please contact Ms Shurmer at: jshurmer@gov.twhf.org.uk

COMMUNICATION WITH PARENTS

and support and feel like they belong earning aims our teachers have for our QUESTIONS

ASKED

FREQUENTLY

also use a school Facebook and Twitter week which we email to you to access

NEWS

We communicate between home and

AT HOME

or tasks at home. Your class teacher

THE HOME SCHOOL AGREEMENT

to our school, parents and children are our school community.

CONTACTING PARENTS

Accidents happen in school as they do able to provide first aid where necessary f your child is taken ill at school or has cannot get through to you.

SEEK PERMISSION

Outings and trips are a valuable part of school life, and we endeavour to arrange



TERM DATES:

Autumn term 2023

Friday 1st September – Wednesday 18th October Monday 30th October – Friday 15th December

Spring term 2024

Tuesday 2nd January – Friday 9th February Monday 19th February – Thursday 28th March

Summer term 2024

Monday 15th April – Friday 24th May Monday 3rd June – Friday 26th July

School closed to pupils for staff development days on:

September 1st

October 9th

January 2nd

January 3rd

July 1st



OUR MISSION STATEMENT:

To provide an inclusive education within a safe, nurturing environment, where children can belong, learn and succeed. Whilst taking account of individual needs, children are prepared for their next stage of education and supported to become successful citizens of the future.

AIMS AND VALUES:

At Nyland School, we actively promote British values through our school vision, ethos, agreed rules, curriculum, and teaching. As such, we promote tolerance of, and respect for, people of all faiths (or those with no faith), cultures, and lifestyles.

We prepare children and young people positively for life in modern Britain by supporting them through our words, actions, and influence, not just within school, but also within the wider community.

WE VALUE:

At Nyland School, we value the diverse ethnic backgrounds of all pupils and families and undertake a variety of events and lessons to celebrate these. We have found this approach to be enriching for all parties as it teaches tolerance and respect for the differences in our community and the wider world. Underpinning all of this is a range of curriculum topics that have strong links to the British Empire. We actively challenge children, staff, and parents expressing opinions contrary to fundamental British values, including 'extremist' views.

As part of The White Horse Federation, we passionately believe that by working together, the children are able to have a higher quality of education, and that as colleagues, we will also benefit from and reap the rewards of a values-based organisation where no one is left behind.

OUR SCHOOL VALUES

- Democracy.
- Rule of law.
- · Individual liberty.
- · Mutual respect.
- Tolerance of those of different faiths.



Nyland Campus

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Tel: 01793 535023

Email: admin@nyland-pri.swindon.sch.uk **Website:** www.nyland-pri.swindon.sch.uk

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