



WELCOME TO ROBERT PIGGOTT CE FEDERATION





ROBERT PIGGOTT CE FEDERATION

Our School Vision

Our vision is rooted in the understanding that 'A tree is known by its fruits.' (Matthew 12:33) We are committed to nurturing our children to flourish in mind, body and spirit, enabling them to become confident, creative and resilient learners who contribute positively to our local and global community.

VALUES & ETHOS

WE AIM TO nurture a Christian ethos where every child is valued, welcomed, cared for and feels secure and confident.

WE EXPECT children to demonstrate

- high levels of learning and behaviour
- respect, honesty, confidence and team spirit

WE ENABLE our children to flourish in their spiritual and moral development, to

- help them make good choices
- begin to develop attitudes for a healthy lifestyle
- contribute towards becoming positive and global good citizens.

CURRICULUM

The key to the success of every child is the nurturing of their individual talents and uniqueness

WE AIM TO

- develop a passion for learning through diverse and rich experiences
- nurture inquisitiveness, questioning thinking, open-mindedness and tolerance
- give every child a solid foundation in literacy and numeracy
- challenge and support children as needed to enable them to do their best

ENVIRONMENT

WE AIM TO provide safe and happy surroundings to support an active willingness to learn

WE DO THIS BY

- providing children with a bright open environment to help stimulate their minds and actions
- encouraging them to respect, understand and use responsibly our physical surroundings, to benefit ourselves and others

COMMUNITY

WE AIM, by working with the community, to foster a mutual awareness and understanding of the positive contribution our children can make to the well-being of society today and in the future

WE DO THIS BY developing:

- opportunities to involve the community in school
- opportunities to involve the children in the community locally and further afield
- a sense of belonging in the community



ROBERT PIGGOTT CE JUNIOR SCHOOL

SCHOOL ROUTINES

When should we come to school?

School starts at 8.40am and finishes at 3.10pm. Children should wait on the playground from 8.30 am and move directly to class when the bell goes in the morning.

Get Active operate a Breakfast Club each morning from 7.30am to 8.40am and an After-School Club each afternoon from 3.10pm to 6.00pm. All enquiries and bookings should be directed to: www.getactivesports.com

Lunchtime Arrangements

All meals are freshly prepared on the premises, school offers a wide range of food, with a choice of menus, giving a balanced diet at reasonable prices. Children will be able to inform their class teacher daily whether they will be having a school lunch. **A Doctor's note and allergy form will be required if your child has special dietary needs.**

When joining the Robert Piggott CE Junior School, you will be supplied with a link in order to use our Arbor payment system.

Children may bring a packed lunch which is eaten in the dining hall. Healthy snacks only, eg fresh fruit or vegetable are permitted at break time.

If you believe you may be eligible for Free School Meals please contact the school office.

Each child should bring their own named water bottle, this should be taken home daily to be re-filled.

Car Parking

Is limited to nearby residential roads. Please park respectfully and with consideration to our neighbours. Use of the school car park is for staff only.

Classroom Requirements

Each child is requested to bring the 'Super Six' to class:

Handwriting Pen	Pencil
Ruler	Rubber
Sharpener	Glue Stick

A separate PE bag should be in school every day (including pumps/trainers)

Communication

We prefer the majority of communications between parents and the schools to be via email. Please ensure that the school office has your most recent email address. We also use Arbor. This system uses the mobile telephone numbers of the first and second contact for pupils. When you enrol you will be sent a link to access your child's information. We use this method of communication regularly for reminders and emergencies.

Medicine

We are not obliged to give medicines in school; however, should it be necessary, we will endeavour to administer the medicine at lunchtimes provided a form from the school office is completed. Medication may only be administered if this form is signed by the parent or legal guardian of the child and approved by the Executive Headteacher. The medicine must be prescribed by a doctor and be clearly labelled with your child's name and details of the contents and dosage. We are unable to administer tablets or apply creams at school. **Every effort should be made to arrange that medication need not be administered at school.**



Allergies

Working in co-operation with the Wokingham School Nursing Team we are able to provide an emergency response to an apparent severe allergic reaction in school. We have staff who have received training in the use of an EpiPen. This may be used for the treatment of any child experiencing a severe allergic reaction whether or not they are known to have an allergy. If the child has their own EpiPen available this will be used initially. In the event of your child requiring emergency treatment you will be informed immediately. **It is the parent's responsibility to inform us if they have any concerns regarding handling or trying different foods. All children with a severe allergic reaction must have two of their own named EpiPen to be kept in their class medical bag at all times, along with an Allergy Action Plan including their photograph and signed by a parent or legal guardian. Please Note: We are a 'nut free' school**

Asthma

Working in co-operation with the Wokingham School Nursing Team we are able to provide an emergency response to an asthma attack in school. We have staff who have had training in the use of a Ventolin inhaler (blue) and a spacer chamber. This may be used for the treatment of any child experiencing breathing difficulties whether or not they are known to have asthma. **All children with asthma must have their own named inhaler to be kept in their class medical bag at all times, along with an Asthma Action Plan signed by a parent or legal guardian.**

Illness & Accident Procedure

When your child is unwell or has an accident, the Head of School or Class Teacher will decide whether you should be contacted. If you are unavailable, the school will contact any person you have authorised to care for your child in an emergency. Minor first aid will be administered. If an injury is more serious, whenever possible, parents will be asked to take the child to hospital. If parents are unavailable the pupil will be taken to hospital by car or ambulance if necessary. If your child has been ill please ensure that he/she is well enough to return to school. Pupils should not return to school until they are free from sickness **and** diarrhoea for 48hrs, 24hrs if sickness **or** diarrhoea.

Attendance

Parents should inform the school as soon as possible by email or telephone message if a child is absent from school. Any absence without notification will be marked as unauthorised. Annual holidays taken during term time should be notified by filling in a 'Leave of Absence' form which is available from the school office. However, this practice is not encouraged and we would strongly suggest that pupils do not take holidays during the school year. Please be aware that parents are likely to be fined. Unauthorised absence is noted in the register and will be investigated by the school and Education Welfare Officer.

What should my child wear?

Children should wear school uniform each day and on all school occasions, we welcome the support of parents in this respect. Uniform should be ordered online at www.brigade.uk.com. Please ensure your child's coat is labelled, waterproof and comes to school every day during winter for use at break times and lunch times.

PE & Games

PE kit should be labelled and kept in school all the times. Kit inspections take place on a regular basis and House Points are awarded if pupils have a complete and fully named kit.



ROBERT PIGGOTT CE JUNIOR SCHOOL UNIFORM

Girls

Winter: Grey skirt/pinafore/trousers
Pale blue polo shirt with school logo
Royal blue cardigan/sweatshirt with school logo
White socks or grey tights
Black shoes (not trainers)
Summer: Blue small check dress

Boys

Winter: grey/black trousers
Pale blue polo shirt with school logo
Royal blue sweatshirt with school logo
Grey socks
Black shoes (not trainers)
Summer: Grey/black shorts or trousers

PE

Boys & Girls

Games bag
Royal blue shorts
Yellow t-shirt
Trainers
In Winter - Black/Navy/Dark Grey Tracksuit Bottoms or
School tracksuit for colder weather
Socks for girls (unable to wear tights under shorts/tracksuits)

An old shirt (to act as an apron for art)

[UNIFORM ONLINE ORDER LINK](#)

Log in as: Robert Piggott CE Federation

[UNIFORM LABELS](#)

Please ensure that all items of clothing are clearly labelled



School Term Dates 2023 - 2024

AUTUMN TERM 2023

Mon 4th Sept – Fri 15th Dec

Half Term: 23rd Oct – 27th Oct

Inservice Days:

Fri 1st Sept & Mon 30th Oct

SPRING TERM 2024

Tues 3rd Jan – Thurs 28th Mar

Half Term: 12th – 16th Feb

Inservice Days:

Tues 2nd Jan

SUMMER TERM 2024

Mon 15th Apr – Fri 19th Jul

Half Term: 27th – 31st May

Inservice Days:

Mon 22nd July & Tues 23rd July

May Day: Mon 6th May



WHY GOOD ATTENDANCE MATTERS

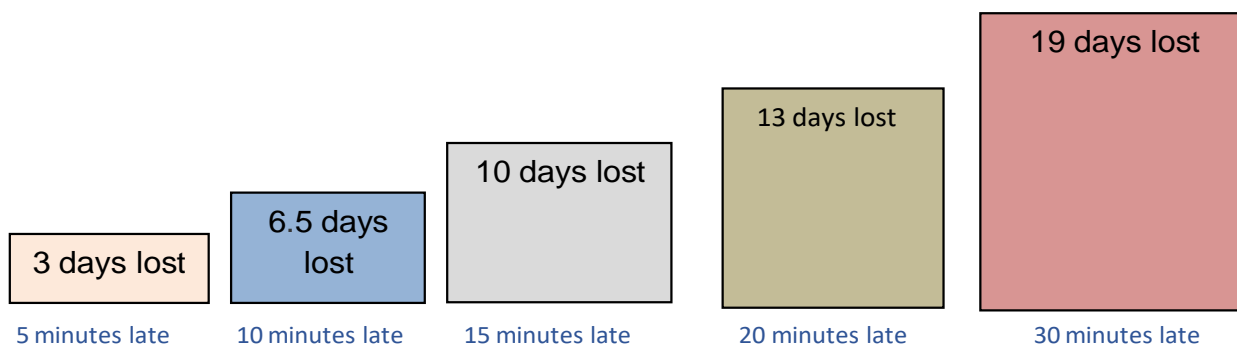
Regular school attendance is an important part of giving children the best possible start in life. The aim should be to attend 100% of the time.

Students who miss school frequently can fall behind with their work and do less well in exams. Good attendance also shows potential employers that a young person is reliable.

Research suggests that students who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime. Below is a table showing how children's percentage attendance equates to the amount of school time missed.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	9 Days	18 Sessions	2 Weeks	54 Lessons
90%	19 Days	38 Sessions	4 Weeks	114 Lessons
85%	29 Days	58 Sessions	6 Weeks	174 Lessons
80%	38 Days	72 Sessions	8 Weeks	228 Lessons
75%	48 Days	96 Sessions	10 Weeks	288 Lessons
70%	57 Days	114 Sessions	11.5 Weeks	342 Lessons
65%	67 Days	134 Sessions	13.5 Weeks	402 Lessons

It is also important to arrive at school on time. If a child arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time over one academic year.





ROBERT PIGGOTT CE FEDERATION

PRIVACY NOTICE FOR PUPILS/PARENTS

(How we use pupil information)

This document provides insight into how information about pupils is used in our school.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address and parental contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National Curriculum Assessment and external examination results
- Relevant medical information
- Special Educational Needs information
- Exclusions/behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to keep pupils safe and healthy
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Education (Pupil Registration) (England) Regulations 2016 and subsequent amendments. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)/Data Protection Act 2018.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation/Data Protection Act 2018, we will inform you whether you are required to provide certain pupil information or if you have a choice.

Storing pupil data

We hold pupil data on local and cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are securely destroyed.

Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority



- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management
- catering services
- parental communications services
- health services
- providers of extra-curricular services, such as music services, before/after school clubs (where the child/young person access these services)
- academy trust, federations

Why we share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority and the DfE under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

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-collection-and-censuses-for-schools>.

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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance



The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school using the details at the end of this document.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to get a copy of the information about you that Wokingham Local Authority shares with the DfE or post-16 providers or how they use your information, please contact Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH.

More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Contact

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

The Executive Headteacher
Robert Piggott CE Federation
School Hill
Wargrave, Berks RG10 8DX

Tel: 0118 940 2645 Email: schooloffice@robertpiggott.wokingham.sch.uk