

BARKER'S LANE COMMUNITY PRIMARY SCHOOL

Barker's Lane

Wrexham

LL13 9UN

Tel: 01978 357754

E-mail: mailbox@barkerslane-pri.wrexham.sch.uk

Website: www.barkerslaneprimary.co.uk

CHIEF OFFICER, EDUCATION AND EARLY INTERVENTION

MS KAREN EVANS

Wrexham County Borough Council

Guildhall

Wrexham

LL11 1AY

Tel: 01978 298991

HEADTEACHER – Mrs C A Harrison-Edwards

CHAIR OF GOVERNORS – Mrs V Griffiths

SCHOOL CLASSIFICATION - COMMUNITY PRIMARY GROUP 2

CO-EDUCATIONAL PRIMARY SCHOOL MAINTAINED BY

WREXHAM COUNTY BOROUGH COUNCIL

THIS PROSPECTUS IS AVAILABLE ON THE WEBSITE

www.barkerslaneprimary.co.uk



'LEARN TOGETHER – Let's learn to enjoy, aspire, respect and nurture together'

Dear Parent / Carer

We welcome you to Barker's Lane Community Primary School. We take great pride in the friendly and welcoming 'family' atmosphere in the school where children and staff feel valued and respected.

Barker's Lane School is a happy, safe and caring community where nurturing and supporting children to achieve their full potential is at the heart of what we do.

All staff at Barker's Lane place much emphasis on care and support for children. We recognise the importance of relationships and are extremely proud of the children.

Our approaches to learning and teaching challenge children to achieve their best in exciting, interesting and imaginative ways both indoors and outdoors. The wellbeing of everyone is central to our happy, friendly school where we take care of each individual.

We have high expectations for all and work in partnership with parents and carers to ensure children have the best opportunity to enjoy learning, respect themselves and others, develop confidence and independence. We support each other to create this culture and aspire to our shared school vision:

'LEARN TOGETHER'

Let's learn to enjoy, aspire, respect and nurture together

All of this happens in a safe and supportive environment where children can feel secure to take risks and overcome challenge, developing resilience, self-belief and empathy to get them ready for the rapid changing world that they live in.

The school was last inspected in 2016, where inspectors reported on many good features. We are extremely proud of the recognition that was given to the strong progress children make and their achievements. The full report is available on the Estyn website www.estyn.gov.uk

Free breakfast club is available to all pupils. 'Before and after school' club and Nursery Plus (additional provision for part-time pupils) amounting to 'Wrap-Around' care facilities from 7.45am - 5.30pm are also available on site if you require this. Pre-school childcare from 2½ years old is also available.

Choosing the right school for your child is one of the most important decisions you will make. Come and visit us, Barker's Lane is a very effective school where we all strive for high levels of achievement and well-being – nothing less than what every child deserves.

We look forward to working in partnership with our families for many years to come.

Yours faithfully

Mrs C A Harrison-Edwards
Headteacher / Pennaeth



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Disclosure Logs will be kept of requests for information by the school.

Asset register is provided by the Local Authority.

Statutory Instruments (regulations) and departmental circulars from Welsh Government are fully responded to by the school and governors.

About the School

Barker's Lane Community School caters for children aged 3 – 11 years. Since September 2020, the number of children admitted into the school year on year in Nursery and Reception has increased from 30 to 45. This is the equivalent of 1.5 classes per year group. We have single and mixed age classes. At present we have 242 children on roll.

The school is situated on the outskirts of Wrexham, was first established in 1978, remodelled in 2003/4 and again in 2021, increasing the capacity of the school by 50%. There is a self-contained purpose built classroom for Nursery and Reception children and eight other classrooms. The school has a shared practical area for older pupils; a library; a large hall; studio hall and a wonderful enlarged play space including a multi-use games area. We have a sensory garden with seating for whole classes and several recreational areas. We have a large well-established Conservation Area with a pond, outdoor classroom and natural canopy. Under letting arrangements, subject to LA advice, the premises and grounds are available to hire for community use.

School Ethos

Barker's Lane is a happy friendly school. High standards are achieved through taking care of each individual. We have high expectations for all pupils and work in partnership with parents to ensure the best possible education for every child. Our aim is to create a caring and secure environment where pupils enjoy learning, respect others, develop confidence and independence.

Working together we can support each other to create this culture and aspire to our shared school vision –

“LEARN TOGETHER – Let's learn to enjoy, aspire, respect and nurture together”

Admissions Policy and Procedures

In accordance with Wrexham Policy, children are admitted to the school (part-time) in the September following their third birthday. They begin statutory full-time education in the September following their fourth birthday.

If your child is transferring from another school you are requested to make contact with the Admissions Department of the Local Authority by email to admissions@wrexham.gov.uk or by telephoning 01978 298991 and asking for school admissions, as they have responsibility for admitting children into our school. Parents who wish to enrol or transfer their child / children to Barker's Lane are welcome to make an appointment to visit the school and to meet with the Headteacher to discuss the matter.

Parents have the right to appeal against a decision by the LA not to allocate a place for their child at Barker's Lane. Guidance on admissions is contained in Wrexham's Parents' Guide to Education Services available on

<https://www.wrexham.gov.uk/sites/default/files/2021-09/parents-guide-2022-23.pdf>

Transition

Parents and children are invited to visit our nursery and parents are provided with an opportunity to meet their child's new class teacher when they move to another class.

Our Year 6 children have opportunities to familiarise themselves with their new high school prior to actual admission in the September following their eleventh birthday. We participate in many transitional activities with our local secondary school, Rhosnesni High School and our close links provide an effective transition.

Some children move on to other local high schools. In all cases, we liaise closely with the secondary school of the parents' choice to ensure a smooth transition.

Staffing

All staff work closely in planning and supporting delivery of the curriculum effectively ensuring progression and continuity. The importance of access to professional learning and up to date research are recognised by staff and the governing body.

Teaching Staff

Headteacher	Mrs C Harrison-Edwards		Deputy Headteacher & ALNCo	Mrs L Richardson
Nursery	Dosbarth Alwen	(3 - 4 year olds)	Mrs N Gargan	
Nursery / Reception	Dosbarth Tegid	(3 - 5 year olds)	Mrs C Humphreys & Miss L Evans	
Year 1	Dosbarth Vyrnwy	(5 - 6 year olds)	Miss E Thomas	
Year 2	Dosbarth Brenig	(6 - 7 year olds)	Miss J Taylor	
Year 2	Dosbarth Dinas	(6 - 7 year olds)	Miss E Williams	
Year 3	Dosbarth Brecon	(7 - 8 year olds)	Mr G Hayes	
Year 4	Dosbarth Cadiar Idris	(8 - 9 year olds)	Mr D Williams	
Year 5	Dosbarth Yr Wyddfa	(9 – 10 year olds)	Mrs K Langford & Miss C Adamson	
Year 6	Dosbarth Tryfan	(10 - 11 year olds)	Miss C Brunskill	

Support Staff

Learning Support Assistants	Mrs A Jarvis Mrs M O'Connor Mrs F Blackmore Mrs H Roberts Miss C Roberts Miss C Jones Miss D Haycocks Ms S Povey	Miss S Cole Mrs S Weston Mrs T Groom Ms S Jones Mrs T Jones Mrs B Rogers Mrs P Rutter Mrs R Williams
Administration Manager I.T & Admin Assistant	Mr S J Hill Mrs D Bayley-Moth	
Caretaker Cleaners	Mr K Lewis Mrs A Churchill Ms S Jones	
Mid-day Supervision	Mrs J Price Mrs N Ithell & all support staff	
Cook in Charge Catering Assistant	Mrs J Harrison Mrs A Churchill	Ms K Wlazinska Ms A Fajer
Wraparound Care, including Pre-School	Mrs C Brand (Manager) Mrs J Price (Ast Manager – Club) Miss D Hughes (Ast Manager – N+) Miss O Davies (Senior Staff) Mrs H Roberts	Mrs C Massey Miss E Shaw Miss L Davies Miss E Gormeley Mrs L Owens

The School Governing Body

Instrument of Governance

Governors are similar to a Board of Directors, providing support for the Headteacher and Staff. They meet at least once a term and have legal duties, powers and responsibilities. The people below form the governing body:

LA APPOINTED REPRESENTATIVES

Mrs V Griffiths (Chair of Governors)
Mr C Jones (Vice Chair of Governors)
Mr S Petett

COMMUNITY GOVERNORS

Mrs M DeRosa
Mrs P FitzHugh
Vacancy

ADDITIONAL COMMUNITY GOVERNOR

Mrs Caroline Bettley

PARENT REPRESENTATIVES

Mrs L Jones
Mrs R Keen
Ms E Mulley
Vacancy

TEACHER GOVERNOR

Miss C Brunskill

STAFF GOVERNOR

Mrs A Jarvis

HEADTEACHER

Mrs C A Harrison-Edwards

CLERK TO THE GOVERNORS

Mr S Hill

Please address all correspondence to:

Clerk to the Governors for Barker's Lane Community School
Barker's Lane School
Wrexham
LI13 9UN

Governors' Curricular Aims & Values

Our values We asked our school family what our vision and values look like at Barker's Lane

Happiness and curiosity	We value the voice of individuals and our school community. We provide positive experiences every day to promote enjoyment, happiness and independence and a love of learning. We promote freedom to explore, ask questions, be creative and be curious about our learning.
Care, kindness and respect	Through a culture of mutual respect and tolerance, we listen and take actions to ensure everyone feels safe and cared for. We are all unique, have equal worth, can share our opinions which are listened to and this is celebrated. Our golden rules 'Be ready', 'Be respectful' and 'Keep everyone safe' underpin our high expectations.
Compassion and empathy	The Barker's Lane way is to be emotionally honest and non-judgemental. We are welcoming, think of the feelings of others and offer support to all, nurturing positive relationships.
Confidence and pride	Recognising 'we can do' and sharing and celebrating 'the best we can be' is important to each individual. This fosters a sense of pride and self-confidence. Everyone has high expectations of themselves and each other.
Self-belief and resilience	We promote opportunities that support and challenge to develop self-belief. Taking risks in a safe, secure environment allows for problem solving and perseverance to develop resilience. A growth mindset is promoted.
Trust and honesty	Trust in each other underpins everything that we do. We nurture open, honest relationships between all members of the school community.
Leading a healthy lifestyle for mind and body	We encourage everyone to make healthy choices about their own mind and body, our school, local community and the planet. We encourage everyone to be a good citizen and think about how our actions affect ourselves, others and our environment.

Working together we can support each other to achieve our shared school vision:-

“LEARN TOGETHER – Let's learn to enjoy, aspire, respect and nurture together”

Curriculum for Wales – our curriculum

We keep the four purposes at the heart of what we do. The vision for all learners in Wales is that children become:

- Ambitious, capable learners who are ready to learn throughout their lives
- Enterprising, creative contributors who are ready to play a full part in life and work
- Ethical, informed citizens who are ready to be citizens of Wales and the world
- Healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

Our curriculum is central to our school. It is how we **realise our vision** to ensure our pupils become ambitious, enterprising, ethical and healthy citizens.

It is **broad, balanced and inclusive** providing appropriate **progression** through a range of provision for all.

It is the why, what and how the children learn.

At Barker's Lane, the curriculum introduces the children to skills, knowledge and experiences through the six **Areas of Learning and Experience (AoLEs)** encompassing the **Statements of What Matters** and reflects the **Principles of Progression**.

The six Areas of Learning and Experience are:

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



Mandatory **cross-curricular skills of literacy, numeracy and digital competency** are embedded along with **integral skills** – creativity and innovation; planning and organising; personal effectiveness; critical thinking and problem solving.

There are mandatory elements of the curriculum.

Religion, Values and Ethics (RVE) which we usually teach through themes.

English and **Welsh** which are taught discretely.

The curriculum incorporates five cross cutting themes which are mostly taught as part of themes, a focus for assembly and for whole school theme weeks:

- Careers and work-related experience
- Human rights
- Diversity and respecting differences
- Local, national and international Contexts
- Relationships and Sexuality Education



The vast majority of our curriculum is taught with an interdisciplinary approach, enabling **connections** to be made to **support and deepen learning**, giving pupils the opportunity to **apply** their learning across various contexts.

Some areas are taught as a single discipline – Maths, English, Welsh and sometimes Science. In all areas, planning ensures that pupils can apply these skills in an independent way.

Our curriculum is taught through a range of engaging topics and projects. In this way, at Barker's Lane, we are able to deliver the requirements of Curriculum for Wales ensuring breadth and balance.

High quality teaching, wellbeing and positive relationships, meeting the needs of each child is at the heart of what we do at Barker's Lane.

Through our topic based approach, making connections, we plan authentic experiences with the children to realise the four purposes.

Our ethos and growth mindset develops independence and children are encouraged to take responsibility for their learning.

Using assessment and through a range of approaches we promote collaboration and encourage every child to aspire to be the 'best that they can be', building on their previous learning.

Well being and Pastoral Support

Pupil wellbeing and involvement of all children lies at the heart of everything we do at Barker's Lane School. We believe that how children are feeling about themselves has a direct impact on their learning. We encourage the children to develop and use their skills, explore personal attitudes and values and develop their knowledge and understanding.

Every child in our school has a **person centred one page profile** built up with the child and with information from parents / carers.



Our school values and aims have wellbeing at their heart. Each half term we have a different planned focus on one of the **five ways to wellbeing**. This is to ensure that every child understands and is equipped with skills to support their mental health.

In addition to our **universal provision** for wellbeing like circle time which can be planned or incidental, curriculum plans, check ins, outdoor learning and class worry boxes, we have **intervention support** for smaller groups or individuals. These include SAP, Fun Friends, Friends, Unearthing and Lego ABC which take place in our dedicated nurture space. All of our staff have been trained in Trauma Informed practices. We also work with Strong Minds counselling.

Relationships and Sexuality Education (RSE)

Relationships and Sexuality Education (RSE) is mandatory within the Curriculum for Wales 2022. We have developed a revised comprehensive whole school programme based on the requirements of the RSE Code 2021.

Parents and carers will be provided with a leaflet outlining areas that the children will learn about in a sensitive, age and stage appropriate way.

Evidence emphasises that children and young people who have received effective early RSE are more likely to keep themselves safe and make informed choices in respect of their health and wellbeing.

Religion, Values and Ethics (RVE)

Religion, Values and Ethics (RVE) is the names the Welsh Government has given to Religious Education in the Curriculum for Wales. RVE is mandatory for all learners aged 3 to 16 and is part of the Humanities area of learning.

RVE at Barker's Lane reflects the religious traditions in Wales are in the main Christian while taking account of the teaching and practices of other principal religions represented in Wales. It also takes account of the fact that a range of non-religious philosophical convictions are held in Wales.

Younger children are introduced to religious stories and artefacts. They learn about themselves, familiar people, places and objects through their play and daily routines. They role play and talk about special feelings, buildings, festivals and celebrations. They begin to respond to open questions, offer ideas and make connections. They handle and explore artefacts from different religions through play and on visits. They are introduced to places of worship and have opportunities to visit the local church.

As children progress their interest and wonder in the world and human experience is fostered. Through practical stimulating activities and exploration of religion in their locality in Wales, in Britain and the wider world learners will develop skills and gather information that will help them think creatively about fundamental religious and moral questions and share ideas through discussion. The children have opportunities to express their own feelings and opinions, identify how their actions may affect others, recognise that other people's viewpoints differ from their own and reflect on this.



Our own church service

Collective Worship

All maintained schools provide daily collective worship. At Barker's Lane this is within a daily assembly, broadly Christian in nature and takes the form of prayer/reflection.

Rights of Withdrawal

Under the Education Acts, parents have rights of withdrawal. Parents of a pupil at any maintained school may personally request that their child be wholly or partly excused from receiving Religious Education and / or participating in Collective Worship. Religious education in the twenty-first century consists of an open, objective, exploratory approach but parents continue to have the legal right to withdraw their children. Parents who wish to withdraw their child from R.E and / or Collective Worship are requested to write to the headteacher who will discuss the implications of this.

Outdoor Learning

At Barker's Lane we place great importance on children using the outdoors to experiment, explore and take risks. From visiting the school you will immediately see we have fantastic provision for outdoor learning to meet these aspirations. We have a sensory garden, a multi-use play area, garden / vegetable plots, a forest school and conservation area with a fenced pond. We also have a playing field and large playground space with some soft play area. These are all used to enrich and extend our curriculum and increase children's health, fitness and wellbeing.



Every child throughout the school has opportunities to develop their skills in our Forest School, this increases engagement, enjoyment and achievement, particularly of our youngest children.



Research has shown that all children persevere with activities for longer periods outdoors and will attempt new things more readily. They learn to co-operate and apply their thinking skills to real problems. Generally, levels of enjoyment are high and children take pleasure in what they do.

Enjoying learning in the Sensory Garden!



Healthy Schools Programme

We are committed to on-going improvement and development, helping pupils to do their best and build on their achievements, recognised by achieving 'healthy school' awards. Our school ethos is based on a learning climate which promotes children's physical and emotional health and well-being in a safe environment to ensure all children reach their full potential. This relates to all aspects of health – healthy mind, body and lifestyle.

Water

We encourage children to drink a regular supply of water throughout the school day. Please encourage your child to bring their water bottle to school every day. (No juice or flavoured water please)

If you wish to purchase a replacement school water bottle they can be purchased at a cost of £1, please contact the school office.



Healthy Snacks & School Milk

All pupils have the opportunity to bring a piece of **washed fruit / vegetables** from home to school everyday for a morning snack. We ask for your support in strongly discouraging your child from bringing biscuits / crisps / other snacks for morning snack.



We do also run a school healthy snack scheme where fruit snack is provided for a small charge.

Early Years and Y1&2 children are provided with free school milk each day.

Equality

At Barker's Lane Community Primary School we recognise that equality of opportunities is about individuals regardless of ability, age, appearance, culture, gender, disability, religion, race, gender reassignment, pregnancy, maternity or sexual orientation. We believe education has a crucial role to play in bringing about a fair and just society, where people have a mutual respect and understanding of themselves and each other as citizens. Together with the Local Authority we work against all forms of discrimination. By ensuring an awareness of diversity and its value we aim to prepare for a life in which all can contribute to society and feel a belonging within it.

Additional Learning Needs

The Additional Learning Needs Co-ordinator (ALNCo) is **Mrs Richardson, Deputy Headteacher**.

As a school we ensure that the needs of all pupils are met through high quality teaching and learning provision.

Universal Provision is maximising the classroom environment and refining teaching strategies and resources that are available to **all**. These include strategies to help concentration and attention, communication and interaction, literacy and numeracy, memory and organisational skills.

Examples of our **Universal Provision** include:

- Whole class teaching
- Collaborative group work
- Small group and individual interventions
- Pre-teaching strategies
- Visual timetables

- Specific resources e.g. numicon, number lines, sounds mats
- Boost Reading

Appropriate and reasonable adjustments are made to enable access for all to the learning and school environment.

Most pupils will make expected progress from their starting point during their time with us at Barker's Lane. Careful observations and assessments enable us to identify quickly any pupils who are not making as much progress as expected and a graduated response is employed. Initially short-term intervention is put in place and progress is closely monitored with a view to the pupil making progress and fully accessing learning through universal provision.

When reasonable adjustments in universal provision are not working well for a pupil, a **Targeted Universal Provision Plan (TUPP)** would be discussed by the teacher and ALNCo with parents / carers. Small steps targets are identified and strategies to support the pupil to meet these are planned and implemented. The pupil is central to this plan and is involved in an age / stage appropriate way in decisions affecting their ALN provision.

These plans are usually reviewed termly with pupils and parents / carers, however teachers review these targets as part of their on-going assessment to refine any targets or provision as and when needed.

An **Individual Development Plan (IDP)** may be drawn up with parents / carers, school staff, the ALNCo and usually other professionals together with the pupil when the TUPP is not working to address the pupils needs and improve their progress. Evidence is gathered and a person centred meeting takes place to determine the **additional learning provision (ALP)** that is needed.

A school draws up and maintains the IDP with a long-term outcome and small steps targets towards this. These plans are usually reviewed termly with pupils and parents / carers, however teachers review these targets as part of their on-going assessment to refine any targets or provision as and when needed. Occasionally it may be necessary for the Local Authority to maintain the IDP.

At all stages, **person centred practice** is employed and encouraged where the child, parents / carers, school staff and sometimes outside agencies are involved.

Specialist support is sought from a variety of agencies e.g. Educational Psychologist, Speech & Language Therapists, Occupational Therapy, etc at various times.

More Able and Talented Pupils

We plan our teaching and learning in such a way as to provide a differentiated, engaging, creative and challenging curriculum which enables each child to reach for the highest level of personal achievement. We use a range of strategies to identify more able and talented children. The identification process is ongoing and begins when the child joins our school. Our pupil tracking systems ensure that progress and wellbeing are carefully monitored.

Pupils with Disabilities

Our school has full access for children and visitors with physical disabilities, including toilet facilities. We do not discriminate against children with disabilities in our admission or educational arrangements. We have taken steps to ensure pupils with a disability are not

disadvantaged and ensure equality of access to the curriculum and facilities. Pupils can be fully integrated into mainstream classes with support and specialist equipment.

Looked After Children

The designated member of staff with responsibility for looked after children is **Mrs Edwards, Headteacher**.

A 'Looked After Child' is deemed to be one who is 'Looked After' by a Local Authority in accordance with Section 22 of the Children Act. WCBC follows regulations set by the Welsh Government to ensure that the interests of these most vulnerable children are protected. These children are given top priority in the over-subscription criteria for all schools by the Local Authority, including applications outside of the normal admissions period. Applications for LAC children should be made by the relevant corporate parent.

The school policy for looked after children is available on the school website www.barkerslaneprimary.co.uk

A copy of any of our school policies are available for your perusal on request and many are available on the school website.

Home-School Partnership

At Barker's Lane we value the support of families and strive to develop excellent home-school partnerships which will support, extend and enhance each child's learning.

Progress

On entry into school all children are assessed. These assessments form the basis for planning your child's learning journey through our school.

The progress of each child is continually assessed by the teacher, recorded and informs the next stage in the learning journey.

Children from Year 2 to Year 9 in Wales also undertake national personalised assessments for reading and numeracy each year. Information from these are provided for parents and used alongside all our teacher assessments to inform each child's next steps in learning.

Parents' evenings are timetabled throughout the year. These give an opportunity for you to discuss your child's progress with the class teacher. Reports on your child's progress will be prepared and sent to you at the end of each school year.

If you have any questions / concerns about your child's progress please discuss these at the earliest opportunity with the class teacher, preferably at the end of the school day or before 8.40am. We have an open and friendly atmosphere in school and all endeavour to support your child. Likewise we will seek your support if an issue / concern arises with your child's learning.

Mr Hill and Mrs Bayley in the school office will deal with queries relating to school meals, visits, monies and other office details etc.

Home-School Agreement

Parents, pupils and school sign a home-school agreement, which is explained at the induction and was first devised by a group of parents and teachers. This is reviewed regularly.

Homework / Shared Learning



Support from home is greatly appreciated and much valued. Shared learning varies in form across the school but usually takes the form of a range of activities for children to choose from in addition to regular reading. Teachers are always ready to discuss with you how to best help your child to progress.

Parent Teacher Association

We have a valuable active PTA of which you are automatically a member. We hold a number of events throughout the year, which are always very well supported. The Summer and Christmas Fairs are fantastic events which you wouldn't want to miss! The PTA raise substantial funds to benefit the children and always warmly welcome new members at meetings.

Voluntary Support

We also welcome volunteers into school as classroom support. In accordance with regulations, all volunteers are asked to undergo a check with the Disclosure and Barring Service (DBS).

Voluntary support with the following is warmly welcomed:

- practical help in the classroom (computers, art, cookery, reading, sports)
- accompanying staff and pupils on visits to help with supervision
- offering hobby skills / professional expertise
- business / community / industrial knowledge

Parents have also helped to inform pupils in areas of work related education by giving presentations on their occupations e.g. dental practitioners, financial advisors, etc.

We have a school policy which places parental volunteers in classes other than that of their own child. We also ask that volunteers:

- i) Set good examples of personal presentation, including speech.
- ii) Are safety conscious, for example with doors, the cooker, scissors, etc.
- iii) Remember that all discussions in school are confidential – just as 'doctors never discuss patients outside the surgery', we ask the same please!

Complaints Procedure

From time to time as a parent you may not be happy with something at school. The best way to resolve concerns is to talk to someone. We value a strong home-school partnership and are happy to discuss matters on appointment. Parents who wish to make a complaint with regard to any aspect of the school are advised of the following three-stage procedure:

1. Informally with class teacher
2. If unresolved, informally with Headteacher
3. If you continue to be unhappy, formally with the Headteacher / Governing Body

An advice sheet '*I have something to say to the school*' which details this procedure, is available from the school office.

Good Behaviour

The school expects each child to be well behaved, have respect for themselves, others and property. All involved with the school actively promote developing positive relationships and a safe, secure happy environment. We encourage the children to take on responsibilities within the class and the whole school. They have opportunities to become a School Councillor, Digital Leader or an Eco-Committee member. Also children are encouraged to aspire to the roles of Buddies and Student Leaders. We have 'golden rules' which are to help children become a positive and valued member of society both in school and the community. Mrs Richardson, Deputy Headteacher is the Behaviour Coordinator and will provide parents with more information on request.

Our 'Golden Rules' are:

- 🏆 Be ready
- 🏆 Be respectful
- 🏆 Keep everyone safe



Rewards



Positive recognition is used consistently in school to encourage children who follow the 'golden rules'. Staff use a variety of rewards and strategies including stars, stickers, 'Seren yr Wythnos' (star of the week), etc.

Consequences

The school has a policy with a clear hierarchy of consequences when children choose to break the golden rules. All children are aware of the rewards and consequences. We focus on being 'ready to learn' and use consequence time each day to focus on these skills.

Working in Partnership

We believe working in partnership with parents so that children receive consistent messages about good behaviour at home and school, is essential. We place much value on developing supportive relationships, regular discussion keeps parents and school informed and helps maintain positive attitudes to learning and behaviour.

Occasionally the need may arise where either you or school have concerns about your child's behaviour. Discussions with the class teacher / Headteacher are always supportive and based on strategies to help your child and others in the class – difficulties with behaviour impact on your own child's learning / well being and that of others.

Repeated inappropriate / disruptive behaviour is viewed as a serious matter by the school. At this stage parents are invited to school to agree a plan for the child. Continued serious misconduct may warrant a Pastoral Support Meeting / Response Plan being put in place or in extreme circumstances exclusion from school, whereby a further meeting between the Headteacher and parents would be convened as a matter of urgency.

Bullying of any form is not tolerated and the children are fully involved in ensuring that we support each other as a family and as a team.

Extra-Curricular Activities

Staff at the school give willingly of their time to run a large number of extra-curricular activities. Some of the clubs on offer at various times are:

Athletics	Gymnastics
Basketball	Healthy Mind, Healthy Body
Cricket	Netball
Creative Art	Reading
Dance	Recorders
Digital Leaders	Performing Arts
Football	Team Games

Different clubs are offered to different year groups and at different times of the year. We also invite outside providers to take extra-curricular clubs for a small charge.

Educational Visits



Adventurous
Activities

Most visits are planned to extend and enhance the curriculum. Details of all activities are always forwarded to you in writing prior to any visit out of school. We also encourage regular visits from outside organisations. Based on the Education Reform Act, the governors' policy of this school is that:

'for any visit or activity that takes place during or out of normal school hours, a request for a voluntary contribution to cover the cost of that particular activity will be made. No pupil will be excluded on the grounds that a contribution has not been made. If there are insufficient voluntary contributions, the activity may be cancelled.'

Charging & Remissions

The Governing Body reserves the right to make a charge in certain circumstances for activities organised by school. Charges are made for tuition in the playing of musical instruments, for example. Remissions for board and lodgings are available for residential visits in certain circumstances. For full information the Charging & Remissions policy is available on the school website.

Health & Safety

Telephone Numbers / Addresses / Emergencies

As a school we are responsible for your child's safety and security during the school day. We would appreciate parents informing the school office of any change of address / telephone number immediately. We request at least two alternative telephone numbers / addresses in case of an emergency.



Safeguarding & Child Protection

Mrs Edwards, Headteacher is the Designated Safeguarding Lead in school.

Welsh government guidance makes it clear that schools have an important role to play in the protection of children against abuse. This is confirmed by the Policy of WCBC, which sets out the necessary procedures to be followed by all staff. Barker's Lane Community Primary School therefore has a duty to refer any concerns about the wellbeing of pupils to the Children & Young People Safeguarding team for further advice.

As a parent you can contact the Single Point of Access for Children (SPOA) on 01978 292039 or out of hours 0845 0533 116 if you are concerned about the welfare of a child.

Online Safety & Internet Acceptable User Agreement

Our Online Safety policy is based on a national model endorsed by Welsh Government. The policy covers a wide range of aspects - internet use in school and support for pupils outside of school and is displayed on the school website.

Each child and parents are expected to sign Acceptable User Agreements for each child and yourselves, covering your child's use of the internet in school, the use of photographs / video and guidelines for photographing / videoing school concerts and events.

Administration of Medicine in School

No medication will be administered in school unless there is a serious illness in which case you should contact the Headteacher. Medicines will only be administered upon completion of a medical information questionnaire. You as a parent may come into school to administer medication providing you let the appropriate staff know in advance. If your child has a specific medical condition requiring medication, please contact the Headteacher. Please do not send medicines of any kind to school with your child.



Asthma sufferers using inhalers may do so providing you inform the class teacher that it is necessary. In the infant classes the teachers keep inhalers in the classroom but in the juniors, the child should carry his/her inhaler in their pocket. We keep a register of children with asthma and other medical needs and regularly inform all the teachers of their needs.

School Health Service

From time to time the School Doctor / Nurse and the School Dental Officer visit school. You will be notified of such visits and your child will not be examined without your permission, except in a medical emergency. The school nursing team visit Reception pupils to do routine tests and to monitor health and growth. They also visit school each year as part of the flu immunisation programme.

Minor Accidents

Cuts and grazes resulting from accidents / boisterous play are dealt with by a member of staff. School Procedures for illness or serious injury:

- Step 1: Telephone call to parent or other named person
- Step 2: Telephone Doctor
- Step 3: Telephone Ambulance.



Steps 2 and 3 will be implemented only if we are unable to contact a parent or person named for emergency contact and depending on nature of illness/injury. Members of staff have attended First Aid courses and we have four fully qualified first aiders.

Headlice

If you notice a living louse/lice on your child's head (not the empty white 'nit' case) please treat hair with appropriate solution. (The whole family needs to be checked / treated if necessary, including grandparents). The School Nurse will advise you on the most appropriate shampoos and will come to your home to show you how to check hair properly should you request it. Lice can be resistant to certain types of shampoo. It is therefore important to find out from the Nurse the most appropriate course of treatment at that time. We request that long hair is tied up to ensure infestation is kept to a minimum. Should a member of staff notice head lice in your child's hair you will be asked to take your child home to treat the condition. Once treatment has been applied your child will be able to return to school. Head Lice is a problem that arises in schools



from time to time. If you discover your child has head lice please obtain treatment from the Chemist and treat accordingly. The school nurse can be contacted on 01978 318304. Treatment is available on prescription.

Sun Protection



During the summer term, in particular, we ask that you provide your child with a hat to wear during break times/outside activities. Also, please apply sunscreen before bringing your child to school when required. 12 hour sunscreens are available from local chemists.

Photographs

Parents are provided with information about photographs as part of a welcome pack. Parents are asked whether they give permission for their child to be photographed and to sign an agreement for taking photographs on the school site. This is fully explained in our 'Information Sharing' form on-entry to the school.



Road Safety



Activities are regularly planned and delivered across the school with the help of the Road Safety Officers and Police. Advice material is often sent home. From time to time, some Year 6 pupils take on the role of Road Safety Officers who raise issues with parents and children through competitions and quizzes. When available through the Local Authority, Bikeability courses are organised for Year 6.

Mr Lewis is the crossing patrol who is on duty on Barker's Lane every morning before school and at the end of the day. We encourage families to cross the road with the school crossing patrol.

Security

The Governors have due regard to Health & Safety requirements as outlined in school documents available from the school office. We comply fully with the Data Protection Act and GDPR and are registered for use of the CCTV. Entrances to school and the playground are monitored. Classroom / cloakroom doors and gates are locked during the school day. Visitors to school must always enter through the main pedestrian gates and report to reception. The gates around the perimeter of the school grounds are locked throughout the day.

Guidance on infection control in schools and other childcare settings

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athletes foot is not a serious condition. Treatment is recommended
Chickenpox	5 days from the onset of rash <u>and</u> until all blisters have crusted over	<i>Infectious for 2 days before onset of rash SEE: Vulnerable Children and Pregnant Staff</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	4 days from onset of rash	Preventable by immunisation (MMR x 2 doses). <i>SEE: Pregnant Staff</i>
Hand, foot and mouth	None	Contact your local HPU if a large number of children are affected.
Impetigo	Until affected areas are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	4 days from onset of rash	Preventable by vaccination (MMR x 2). <i>SEE: Vulnerable Children and Pregnant Staff</i>
Molluscum contagiosum	None	A self-limiting condition

Ringworm	Exclusion not usually required	Keep covered. Treatment is recommended
Scabies	Child can return 24 hours after commencing antibiotics	Household and close contacts require concurrent treatment
Scarlet fever*	Can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Slapped cheek / fifth disease. Parvovirus B19	None	<i>SEE: Vulnerable Children and Pregnant Staff</i>
Shingles	Stay away from setting only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local HPU. <i>SEE: Vulnerable Children and Pregnant Staff</i>
Warts and Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Clostridioides difficile (formerly known as Clostridium difficile/C.diff)	48 hours from last episode of diarrhoea	If there are two or more cases in a setting please seek advice from the Health Protection Team
Cryptosporidiosis	Keep away from setting for 48 hours from the last episode of diarrhoea.	Affected individuals should not swim for two weeks after the last episode of diarrhoea.
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	If more than two cases in a setting, please inform the HPU
<i>E. coli</i> O157 VTEC*	Should be excluded for 48 hours from the last episode of Diarrhoea as a minimum	Individuals aged 5 years or younger, those who have difficulty in maintaining good personal hygiene, food handlers and care staff need to be kept away from the setting until there is proof that they are not carrying the bacteria (microbiological clearance). Your local Environmental Health Officer will give advice in all cases.
Typhoid [and paratyphoid] (enteric fever)*	Further exclusion may be required for some children until they are no longer excreting the bacteria in faeces.	
Shigella* (dysentery)		
Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
COVID-19 (coronavirus-19)*	Please follow current Welsh Government guidance on selfisolation: Self-isolation GOV.WALES if you become symptomatic (high temperature > 37.80C; new continuous cough; or loss of/change in sense of smell or taste) OR test positive, if you are asymptomatic.	<i>SEE: Vulnerable Children and Pregnant Staff and WG advice on vulnerable people</i>
Flu (influenza)	Until recovered	<i>SEE: Vulnerable Children</i>
Tuberculosis*	Always consult your local HPU	Requires prolonged close contact for spread
Whooping cough (pertussis)*	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPU will organise any contact tracing necessary
Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs (two or more cases), consult your local HPU
Diphtheria*	Exclusion is essential. Always consult with your local HPU	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPU. Preventable by vaccination. Your local HPU will organise any contact tracing necessary
Eye and ear infections	Usually none. The Health Protection Team can advise if an affected individual needs to be kept away from the setting.	As both viruses and bacteria can cause eye and ear infections, not all will require antibiotic treatment.
Glandular fever	None	Infectious for up to 7 weeks before symptoms start. Glandular fever can cause spleen swelling so avoid sports or activities that might increase risk of falling.
Headlice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPU will advise on control measures
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. For cleaning of body fluid spills.
Meningococcal meningitis / septicaemia	Until child has received appropriate antibiotic. Always consult HPU.	Several types of meningococcal disease are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. If two or more cases within 4 weeks, contact the Health Protection Team.
Meningitis due to other bacteria	None	There is no need for the Health Protection Team to identify people the individual has been in contact with. There is no reason to exclude siblings or other close contacts of the affected individual from settings. The Health Protection Team can advise on actions needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular hand washing and environmental cleaning, are important to minimise any danger of spread.
Mumps*	5 days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic
*denotes a notifiable disease		

School Organisation & General Information



School Times

Nursery	8.55am	-	11.25am
Reception	8.55am	-	3.00pm
Y1, Y2 & Y3	8.55am	-	3.05pm
Y4, Y5 & Y6	8.55am	-	3.10pm

Children are expected to be punctual. A member of staff is on duty on the yard from 8.45am when doors are opened. **Unless attending 'Before School / Breakfast Club' children should not be on the premises before 8.40am.** Doors are closed at 8.55am, children who arrive after this time will need to come in through the Main entrance and sign the pupil late book.

We encourage families to walk to school as far as is possible. If you do need to park, we ask that you are mindful of local residents and refrain from parking on the yellow zig-zag markings outside school. All younger pupils must be accompanied by an adult both to and from school, Year 3 & 4 pupils may walk home from school unaccompanied with written parental permission, and Year 5 & 6 at parental discretion.

For children aged 4-7 we deliver 21 hours of teaching time and 23.5 hours per week for children aged 7-11, including R.V.E but excluding Collective Worship, registration and breaks.

Attendance / Absence

Punctuality and regular attendance to ensure that the children maximise their learning is actively encouraged. Persistent absence/lateness is referred to the Education Social Worker. Doctor and Dental appointments **should be made outside school hours.**

Section 7 of the Education Act 1996 places a legal obligation on parents, the school itself and the Local Authority in respect of school attendance. The absence of a child from school should be explained by email or by leaving a message on the telephone absence service school or leave a message on the telephone absence service on 01978 357754 (Option 1) before 8.30am on the first day of absence.

Where your child is ill, leave has been agreed or has a medical appointment, for example, these absences are authorised. In some other circumstances, **absence is unauthorised.** Examples of this would be:

- Truancy
- Late after the close of registration
- Staying at home for no reason – condoned absence
- Going shopping / Birthdays
- Holiday not agreed by the Headteacher

Unauthorised absence and in some cases, high levels of authorised absence will trigger intervention from other services such as the Educational Social Worker.

Any request for term time leave should be kept to a minimum and in exceptional circumstances wherever possible. Any request should be in writing on the form on the school website after considering your child's current attendance (this information is available from the school office if you are unaware of how many days absence your child

has had). A full reason for why the request is being made in term time should be given. 'Holiday' is not sufficient and would lead to the request being declined.

The following will be taken into account when assessing any request:

- Amount of absence your child has had
- The time of the school year (e.g. requests in the first two weeks of September should always be avoided)
- The regularity of requests

Although the headteacher has the discretion to authorise up to ten days leave in term time, this is subject to meeting criteria within Local Authority and governor policy.

Regular attendance is most important. If it is absolutely necessary for a family to take a holiday in term time, parents are asked to give school early notice of their intentions to enable this to be considered. A list of school holiday dates is included at the end of the prospectus.

Forced Closure of School



In the event school has to close, for example due to heavy snowfall, please use the school website or Wrexham County Borough website for all up to date information – www.wrexham.gov.uk . We also text parents to keep them up to date.

Emails / School App / Information

Information about events is usually sent home regularly in the form of emails. We also send updates on information already given in the prospectus. Please keep these for reference and share information with all those who care for your child. We also use a text messaging service for urgent / important information and reminders. Information is regularly posted for parents on our home-school communication system 'Seesaw'.

Website

Information is regularly updated on our website www.barkerslaneprimary.co.uk .

Administration of Monies

Our preferred method of payment is using the SchoolMoney payment system. When your child starts school you will be provided with information about how to do this. Although we discourage this, if at any time you need to send cash into the school, please ensure it is in clearly marked envelopes / containers showing the child's name, amount and purpose.



School Meals

Healthy meals are served in school and menus are available on the WCBC website.

School meals for all primary age pupils are free under the Universal Free School Meals offer.

Meals should be booked in advance on the WCBC system ParentPay. When your child joins the school, you will be provided with details to register.

Parents can also still apply for financial support and all applications are assessed on a national scale and in complete confidence. Information is available from WCBC by email on freeschoolmeals@wrexham.gov.uk or by telephone on 01978 297413.

Alternatively children can bring a healthy packed lunch and a drink (no glass bottles please).

Healthy Lunch Boxes – a healthy balanced diet in childhood helps children to grow well and protect against chronic diseases. The Food Standards Agency recommends everyday packed lunches contain at least:

- 1 portion of fruit or veg
- 1 portion of dairy eg. cheese or yoghurt
- 1 portion of protein eg. meat, fish or other source
- 1 portion of starchy food eg. bread, pasta, rice



By limiting the crisps / biscuit snacks and sugary drinks your child has for lunch during the week you will be helping to reduce their salt and sugar intake. Advice we have been given recommends that savoury snacks e.g. crisps and meat products e.g. sausage rolls / pies are only included in lunchboxes occasionally. We ask that parents refrain from including **carbonated drinks in bottles or cans** within a packed lunch.

Don't worry if you forget sandwiches one morning! We will make every effort to contact home. If we are unsuccessful in contacting a parent, the child will be given a school meal. The cost of this meal will then need to be paid for on ParentPay if your child normally pays.

School Uniform

All pupils are encouraged to wear and respect their school uniform as proud members of Barker's Lane Community School. We have an expectation of good standards of appropriate and tidy dress and personal presentation. The governors' policy is that costs to parents are kept as reasonable as possible.

Winter Grey / black skirt / trousers; white blouse / shirt with school tie or white / pale blue polo shirt; royal blue cardigan / sweatshirt / jumper / hooded jacket

Summer Blue and white check dress (*optional*)
Pale blue polo shirt (without tie); grey shorts (*optional*)

Black / dark coloured low heeled shoes or plain black trainers please. Flimsy sandals / coloured trainers are not suitable for school use.

RAM Leisure are able to supply items with the school logo if you so wish. These are available on www.ourschoolwear.co.uk or please ask at the school office for details.

All items are generally available through clothing retail outlets.

PE is an important aspect of the curriculum and for children's health and wellbeing. For health and safety reasons it is important that children are correctly dressed for this:

Indoor - White shorts, blue T-shirt: Bare feet for gym and dance

Outdoor - White shorts, blue T-shirt, plimsolls or trainers (change of socks)
A tracksuit / jogging suit when the weather is colder.
Long blue socks and shin pads for football and hockey (Y4-6)

No team football or rugby tops please.

PLEASE SUPPORT US BY CLEARLY MARKING ALL CLOTHING WITH YOUR CHILD'S NAME. Lost property is stored for a short time, we would respectfully remind you that school cannot take responsibility for lost belongings.

Financial Support

Financial support for families on lower incomes and qualify for certain benefits is available towards the cost of school uniform, sports kit, equipment and laptops / digital devices. More information is available on <https://www.wrexham.gov.uk/service/pupil-development-grant-pdq>

Jewellery

For obvious reasons children should not bring valuables to school. For safety reasons necklaces, bracelets and rings should not be worn. Children with pierced ears may wear small studs only. **NO JEWELLERY IS PERMITTED FOR P.E.**

Hair

Extreme hair fashions are unacceptable. Hair decorations such as woollen plaits can be dangerous and should not be worn. Long hair should be tied back neatly, no large bows please. We ask for your full support in these matters.

Wrap-Around Care

We place much emphasis on care and support for children and families at Barker's Lane. Qualified staff manage and run wrap-around care facilities on the school site, with overall responsibility undertaken by the management committee.

Before and After School Club

Before and After School Club is open to all children from Nursery to Year 6. Reasonable fees are charged. The children participate in a range of relaxing and enjoyable activities, and have drinks and snacks after school. Bookings are made one week in advance, by 9am on Thursday of the week before.

Timings: Mornings 7.45 – 8.15am Afternoons 3.00 – 5.30pm

Free Breakfast Club

All children are able to come along to free breakfast club in the school hall. Children can be dropped off between 8.15am and 8.25am.

A range of cereals, toast with butter, fresh fruit, milk and water will be on offer every day. They can have all of these items or choose a selection. All products are nut free and Mrs Harrison can cater for other dietary needs. Please speak to Mrs Harrison, school cook if your child has any specific dietary requirements.

It is essential that your child is booked in for free breakfast by 9am on Thursday of the week before to ensure we have the correct staffing ratios and Mrs Harrison, school cook has enough supplies. Booking forms are available on the website or from Club.

Nursery Plus

Nursery age children can attend Nursery Plus from 11.25am to 2.50pm. Children are collected from the Nursery class, have a school meal and then participate in a variety of activities based on the Foundation Phase curriculum. This is a lovely opportunity for the children to settle in to a routine of full-time school. Bookings are made one month in advance, five school days before the end of the previous month.

Pre-School is also available on the school site. Please contact Mrs Brand, manager, for more details on any of the wraparound care provision. Tel: 07484 860104 or email brandc11@hwbcymru.net

Wider Community Partnership

Schools

Rhosnesni High School and its family of feeder primary schools meet regularly to share good practice. We welcome pupils from Rhosnesni High School and a number of other secondary schools to undertake their work experience at Barker's Lane every year.

Trainee Teachers / Ancillary Support Staff

We welcome trainees on a regular basis. The school has contracted to work in partnership with the North & Mid Wales Centre for Trainee Teachers (Bangor & Aberystwyth) to offer the necessary school-based experience for the initial training of teachers. The school has designated trainee mentors providing support and guidance for the trainee teachers. All staff continue to work and plan closely with trainee teachers to ensure quality of learning for our pupils. Coleg Cambria provides courses for ancillary staff at school and Glyndwr University students undertake observational placements.

Other Community Links

Local churches – St Margarets and St Johns.

Save The Family

Hope House & Nightingale House Hospice

Community Council

Acton Park

Techniquest

Wrexham Library & Museum

Waterworld

PCSO & Schools Police Liaison Officer

Throughout the year the school, with support from you as parents, donates to a variety of charities e.g the sale of daffodils for Marie Curie Cancer Care, Poppy Day Appeal, NSPCC, shoebox appeal etc.

Business / Industry Links

We have links with a number of partners, for example:

Careers Wales

Tesco / Sainsburys

Grosvenor Garden centre

DACTA

Waterways Garden Centre

Virgin Money

Lloyds TSB

Brother

Pets at Home



Entrepreneurial and finance skills

Hafan Cymru
Scottish Power

Global Partners

We have many links with schools in Europe and the wider world through our work in global citizenship. Our school has successfully attained the 'International Schools' award.

School Holiday Dates

Autumn 2023 – Summer 2024

AUTUMN TERM 2023	Open	Monday	4 September 2023
	Closes	Friday	27 October 2023
	Open	Monday	6 November 2023
	Closes	Thursday	21 December 2023
SPRING TERM 2024	Open	Tuesday	9 January 2024
	Closes	Friday	9 February 2024
	Open	Tuesday	20 February 2024
	Closes	Friday	22 March 2024
SUMMER TERM 2024	Open	Tuesday	9 April 2024
	<i>May Day</i>	<i>Monday</i>	<i>6 May 2024</i>
	Closes	Friday	24 May 2024
	Open	Monday	3 June 2024
	Closes	Thursday	18 July 2024
STAFF TRAINING (School Closed*)		<i>Monday</i>	<i>1 September 2023</i>
		<i>Friday</i>	<i>22 December 2023</i>
		<i>Monday</i>	<i>8 January 2024</i>
		<i>Monday</i>	<i>19 February 2024</i>
		<i>Monday</i>	<i>8 April 2024</i>
		<i>Friday</i>	<i>19 July 2024</i>

Autumn 2024 – Summer 2025

AUTUMN TERM 2024	Open	Wednesday	4 September 2024
	Closes	Friday	25 October 2024
	Open	Tuesday	5 November 2024
	Closes	Friday	20 December 2024
SPRING TERM 2025	Open	Tuesday	7 January 2025
	Closes	Friday	21 February 2025
	Open	Monday	3 March 2025
	Closes	Friday	11 April 2025
SUMMER TERM 2025	Open	Tuesday	29 April 2025
	<i>May Day</i>	<i>Monday</i>	<i>5 May 2025</i>
	Closes	Friday	23 May 2025
	Open	Monday	2 June 2025
	Closes	Friday	18 July 2025
	STAFF TRAINING (School Closed*)	<i>Monday</i>	
<i>Tuesday</i>			<i>2 September 2024</i>
<i>Monday</i>			<i>4 November 2024</i>
<i>Monday</i>			<i>6 January 2025</i>
<i>Monday</i>			<i>28 April 2025</i>
<i>Monday</i>			<i>21 July 2025</i>

Privacy Notice

How and why we use your information

The Education Act 1996 places a duty on this school to provide an education service to our pupils.

Barker's Lane School will only process personal data where we have a lawful basis to do so under data protection law - the grounds we rely on are:

- the need to comply with a legal obligation;
- the requirement to fulfil a contractual obligation;
- the need to process data to perform a public task;
- the requirement to protect the vital interests of an individual; or
- if there is a legitimate interest to process the data.

For further activities (such as fundraising), processing data will be carried out with your consent, which you have the right to remove at any time.

Information Collected:

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- photographs of pupils and examples of their work on display;
- assessment information (such as attainment outcomes, forecast targets, test data);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school (e.g. allergies, medication);
- information on attendance (sessions attended, absences and reasons for absence) and any disciplinary action taken;
- behavioural information, such as exclusions and any relevant provision put in place;
- information about the involvement of other agencies with individual pupils where this is needed for the care of the pupil;
- CCTV.

Why we collect and use this information

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to keep children safe and provide appropriate pastoral care;
- to organise educational visits and events;
- to assess the quality of our services and support the planning / management of the school;
- to comply with the law regarding data sharing;

The categories of Parent/Guardian information that we collect, hold and share include:

- personal information (such as name, address);
- relationship to pupil.

We use the Parent/Guardian data:

- to contact you;
- to share information with you.

We routinely share pupil information with:

- Schools that the pupils attend after leaving us;
- Our Local Authority;
- School Effectiveness and Improvement Service for North Wales Welsh Government (WG);
- The NHS (only the data required so that it can organise immunisation programmes- this data includes the pupil's name, address and date of birth; and also details about their parent(s));
- Social services;

We will ensure that all third parties provide sufficient guarantees that they will protect personal data in line with the requirements of data protection legislation.

School Website

The school website is managed by the school and by a company called SchoolSays on our behalf.

What identifiable personal information might be obtained and stored on the SchoolSays server?

- *Text Content - content (Pages and Posts) on your website may personally identify individuals (such as names of children or staff) with consent*
- *Images - images may personally identify individuals or include location data (EXIF) about where the image was taken with consent*
- *Names and email addresses of those subscribed to email alerts, those who have booked appointments or completed forms*
- *Names and email addresses attached to specific user accounts (only applies to staff or other individuals with website login access)*
- *Email addresses used for email-to-news authorisation (only applies to staff emails for those websites with email-to-news software installed)*
- *Website Cookies - the only persistent cookies that the website uses provide user account functionality (only applies to individuals login access, such as staff or governors)*

Who has access to the information?

The only people who have access to the databases are Barker's Lane School, SchoolSays and the server provider Certa Hosting.

Where is the information stored?

The data is stored on a secure server located in London. A regular secure backup is also taken and stored on an Amazon S3 storage located in Ireland.

Why we share pupil information:

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

We share pupils' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about how the Welsh Government uses pupil data go to:

<https://gov.wales/data-management-information-privacy-notice>

We are required to share information about our pupils with our Local Authority (LA) and the Welsh Government.

Data collection requirements:

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

<https://gov.wales/data-collection-and-information-management-for-schools>

For more information about services for young people, please visit our local authority website: www.wrexham.gov.uk

The National Pupil Database (NPD)

The NPD for Wales is owned and managed by the Welsh Government and contains information about pupils in schools in Wales. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Welsh Government. 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 Welsh Government 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 for Wales. To find out more about education statistics for Wales, go to <https://gov.wales/statistics-and-research/> and choose the 'Education and Skills' section.

We only use what we need!

Where we can, we'll only collect and use your personal information so that we can deliver education services or meet a requirement.

If we don't need your personal information, we'll either keep it anonymous if we already have it for something else or we won't ask for it. For example, in a survey we may not need your contact details, we'll only collect your survey responses.

If we use your personal information for research and analysis, we'll always keep you anonymous or use a different name unless you've agreed that your personal information can be used for that research.

We don't sell your personal information to anyone else.

What you can do with your information

The law gives you a number of rights to control what personal information is used by us, and also how it is used by us.

You can ask for access to the information we hold on you

We would normally expect to share what we record about you with you.

In line with current Data Protection legislation, you also have the right to ask for all the information we have about you and the services you receive from us. When we receive a request from you, we must give you access to everything we've recorded about you.

However, we can't let you see any parts of your record which contain:

- confidential information about other people; or
- information a professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or
- if we think that giving you the information may stop us from preventing or detecting a crime.

This applies to personal information that is in both paper and electronic records. If you ask us, we'll also let others see your record (except if one of the points above applies).

If you can't ask for your records in writing, we'll make sure there are other ways that you can. If you have any queries about access to your information please contact the headteacher.

Parents also have the rights to access their child's education records, including any Special Educational Needs information, under the latest Education law legislation.

You can ask to change information you think is inaccurate

You should let us know if you disagree with something written on your record.

We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

You can ask to delete information (right to be forgotten)

In some circumstances you can ask for your personal information to be deleted, for example where:

- your personal information is no longer needed for the reason why it was collected in the first place;
- you have removed your consent for us to use your information (where there is no other legal reason for us to use it);
- there is no legal reason for the use of your information;
- deleting the information is a legal requirement.

Where your personal information has been shared with others, we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we can't delete your information where:

- we're required to have it by law;
- it is used for freedom of expression;
- it is used for public health purposes;
- it is for, scientific or historical research, or statistical purposes where it would make information unusable;
- it is necessary for legal claims.

You can ask to limit what we use your personal data for

You have the right to ask us to restrict what we use your personal information for where:

- you have identified inaccurate information, and have told us of it;
- where we have no legal reason to use that information but you want us to restrict what we use it for rather than erase the information altogether.

When information is restricted it can't be used other than to securely store the data and with your consent to handle legal claims and protect others, or where it's for important public interests of the UK.

Where restriction of use has been granted, we'll inform you before we carry on using your personal information.

Where possible we'll seek to comply with your request, but we may need to hold or use information because we are required to by law.

You can ask to have your information moved to another provider (data portability)

You have the right to ask for your personal information to be given back to you or another service provider of your choice in a commonly used format. This is called data portability. However, this only applies if we're using your personal information with consent (not if we're required to by law) and if decisions were made by a computer and not a human being.

It's likely that data portability won't apply to any of the services you receive from the School.

You can ask to have any computer made decisions explained to you, and details of how we may have 'risk profiled' you.

You have the right to question decisions made about you by a computer, unless it's required for any contract you have entered into, required by law, or you've consented to it. You also have the right to object if you are being 'profiled'. Profiling is where decisions are made about you based on certain things in your personal information, e.g. your health conditions.

If and when WCBC uses your personal information to profile you, in order to deliver the most appropriate service to you, you will be informed.

If you have concerns regarding automated decision making, or profiling, please contact the School Data Protection lead who'll be able to advise you about how we are using your information.

How do we protect your information?

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and we'll only make them available to those who have a right to see them. Examples of our security include:

- Encryption: meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted'.
- Pseudonymisation: meaning that we'll use a different name so we can hide parts of your personal information from view. This means that someone outside of the Council could work on your information for us without ever knowing it was yours.
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.

- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).

Where in the world is your information?

The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it's stored in a system outside of the EU.

We have additional protections on your information if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

We'll take all practical steps to make sure your personal information is not sent to a country that is not seen as 'safe' either by the UK or EU Governments.

If we need to send your information to an 'unsafe' location, we'll always seek advice from the Information Commissioner first.

How long do we keep your personal information?

There's often a legal reason for keeping your personal information for a set period of time, we try to include all of these in our retention schedule.

For each service the schedule lists how long your information may be kept for. This ranges from months for some records to decades for more sensitive records.

See the School Records Retention Scheme at this link:

<http://www.internal.wrexham.gov.uk/wordpress/sam/test-schools-intranet/leadership-management/schools-intranet-policies-key-documents/schools-intranet-guidance-material>

Where can I get advice?

If you would like to discuss anything in this privacy notice, please contact the headteacher.

Data Protection Officer

The school have appointed a Data Protection Officer through the Local Authority. The DPO can be contacted on SchoolsDPO@Wrexham.gov.uk.

Information Commissioner's Office

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk (external link) or email casework@ico.org.uk.