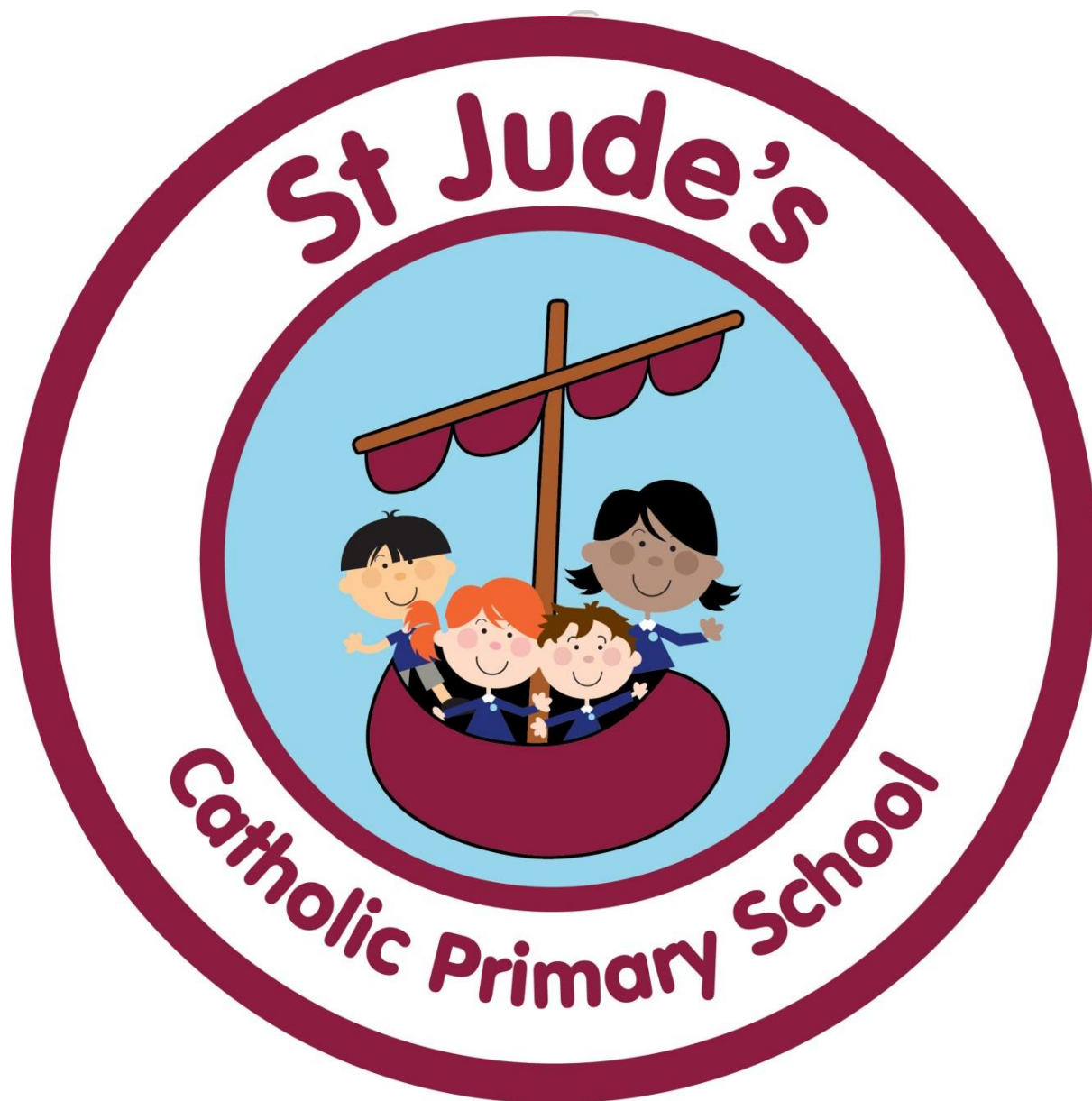


# School Prospectus

## 2024-25



## **Staff & Governors**

### **Headteacher**

Mr D Wilson

### **Deputy Headteacher**

Mrs R Jackson

### **Teaching**

Mrs R Cregan  
Mrs A Crosbie  
Mr C Elwell  
Miss K Hulme  
Miss S Oxenham  
Mrs J Parker  
Mr I Parry  
Mrs D Stevens  
Mrs J Wilkinson

### **Support**

Miss K Atherton  
Mrs T Barlow  
Mrs N Brown  
Miss J Dooney  
Mrs L Fairhurst  
Miss L Kear  
Miss C Lovell  
Mrs G Peet  
Miss H Riley  
Mrs C Quinn  
Mrs J Wilkinson

### **Pre-School**

Miss L Alder  
Mrs L Ridout

### **Welfare**

Mrs L Chouchane  
Mrs A Roberts

### **Site**

Mr S Keen  
Mrs A Roberts  
Mrs G Sculthorpe

### **Administration**

Mrs K Hongkins  
Mrs A Shaw

### **Pastoral**

Mrs M Ashurst

### **Wrap-Around Care**

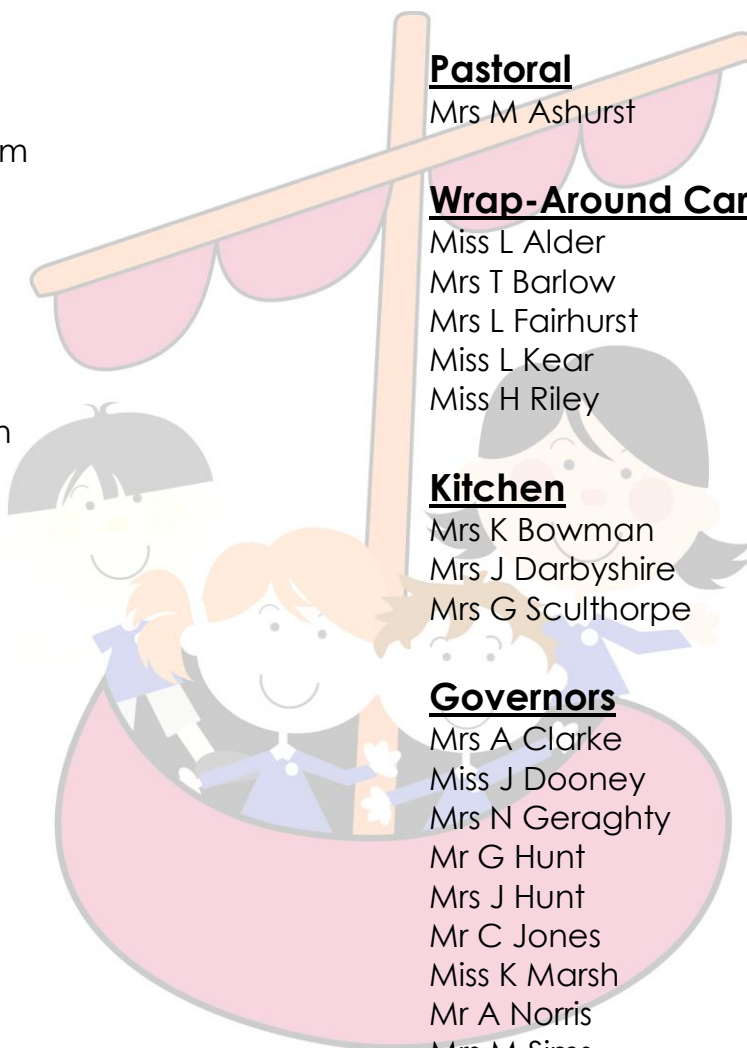
Miss L Alder  
Mrs T Barlow  
Mrs L Fairhurst  
Miss L Kear  
Miss H Riley

### **Kitchen**

Mrs K Bowman  
Mrs J Darbyshire  
Mrs G Sculthorpe

### **Governors**

Mrs A Clarke  
Miss J Dooney  
Mrs N Geraghty  
Mr G Hunt  
Mrs J Hunt  
Mr C Jones  
Miss K Marsh  
Mr A Norris  
Mrs M Sims  
Mr D Wilson



Staff and Governors correct as at 1/5/24

*"Together, we learn, love and grow with Jesus"*

## A Warm Welcome from the Headteacher

On behalf of the whole St Jude's family I would like to welcome you to our school.

As a Catholic Primary School our mission statement is central to all that we do. Each and every day our school family live out our mission statement of, *"Together, we learn, love and grow with Jesus."*

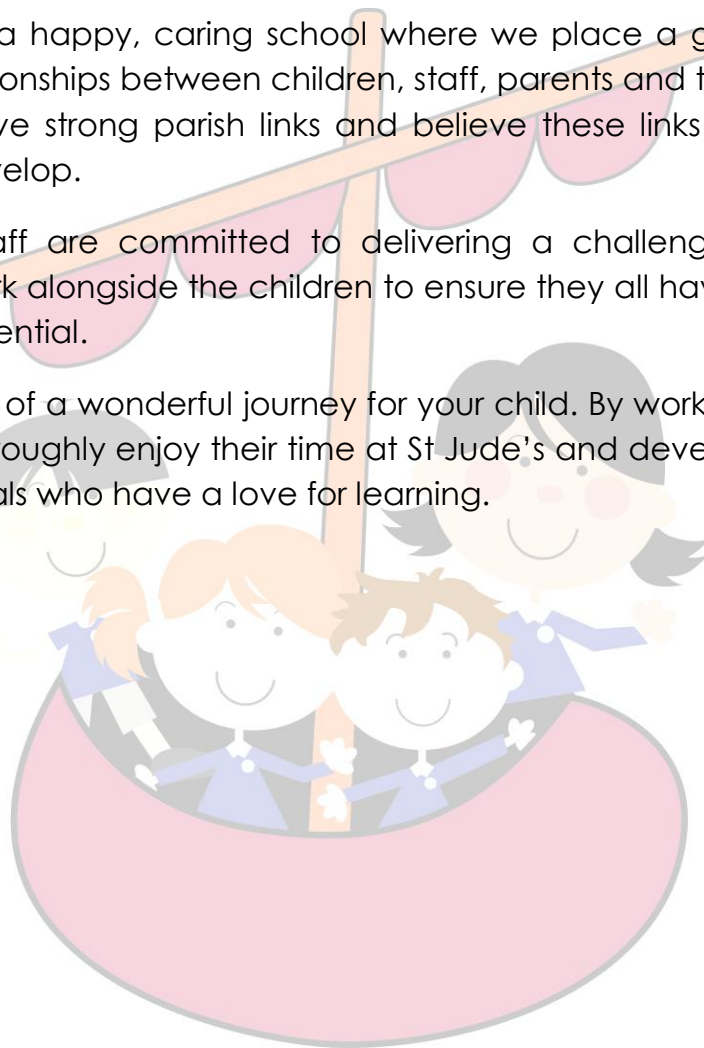
St. Jude's school is a happy, caring school where we place a great emphasis on fostering good relationships between children, staff, parents and the wider St Jude's community. We have strong parish links and believe these links help our children learn, grow and develop.

Our enthusiastic staff are committed to delivering a challenging and creative curriculum, they work alongside the children to ensure they all have the opportunity to achieve their potential.

This is the beginning of a wonderful journey for your child. By working together, I am certain they will thoroughly enjoy their time at St Jude's and develop into confident and caring individuals who have a love for learning.

*Mr D Wilson*

Headteacher



*"Together, we learn, love and grow with Jesus"*

## Times of the School Day

### School

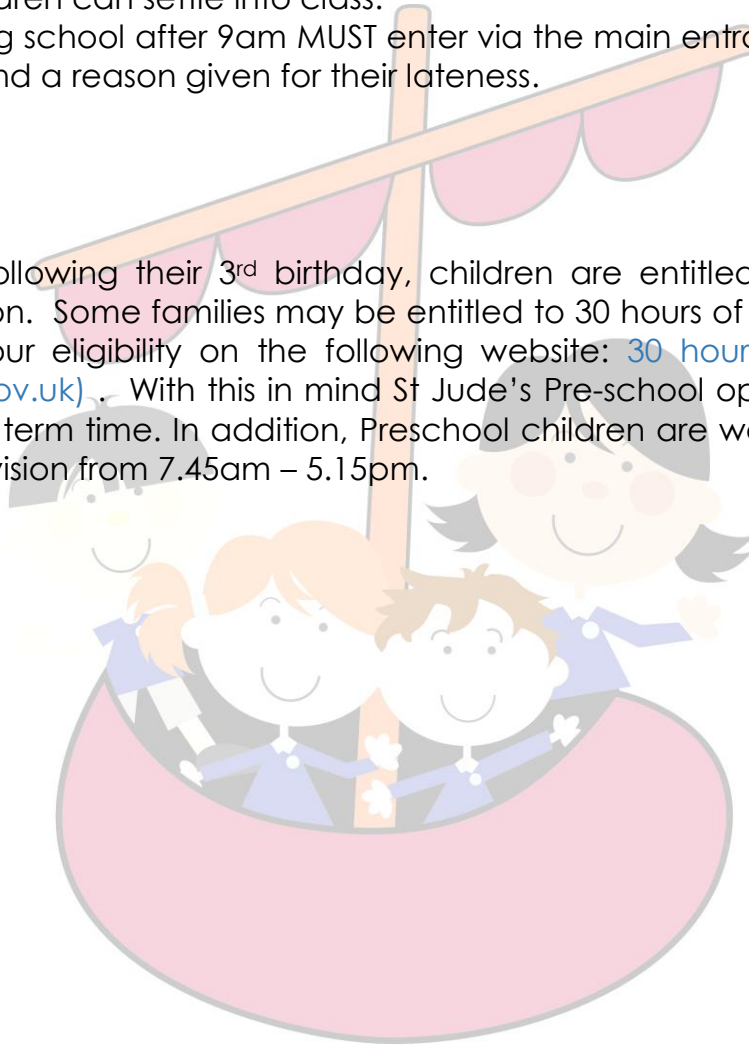
Classroom doors open	8.45am
Gates Close/Registration	9.00am
Morning Break	15 minutes (times vary by class)
Lunch	12.15pm – 1.15pm
End of School Day	3.15pm

The school gate will be opened from 8.40am and the classroom doors will be opened at 8.45am so children can settle into class.

Any child entering school after 9am MUST enter via the main entrance, be signed in by their parent and a reason given for their lateness.

### Preschool

From the term following their 3<sup>rd</sup> birthday, children are entitled to 15 hours free childcare provision. Some families may be entitled to 30 hours of funded childcare, please check your eligibility on the following website: [30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk). With this in mind St Jude's Pre-school operates two 3-hour sessions per day, term time. In addition, Preschool children are welcome to join our wraparound provision from 7.45am – 5.15pm.



*"Together, we learn, love and grow with Jesus"*



# St Jude's Catholic Primary School

## Term Dates

2024 – 2025

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

Apr 2025						
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13	14	15	16	17	18	19
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27	28	29	30			

May 2025						
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Open	
Holiday (School closed)	
Bank Holiday (School closed)	
Inset Day (School closed to children)	

Autumn Term 73 days  
Spring Term 59 days  
Summer Term 58 days

"Together, we learn, love and grow with Jesus"

## St Jude's Home - School Agreement

### **As a parent / carer I will:**

- Make sure my child attends school regularly and arrives on time daily.
- Inform school, by telephone, before the start of the school day if my child is unable to attend.
- Support my child with their homework.
- Ensure my child is dressed in correct school uniform and wears the school PE kit on PE day.
- Support my child to maintain a high standard of behaviour.
- Behave in an appropriate manner on school premises, treating everyone with respect.
- Support the school's approach to e-safety and not upload any images, videos or posts to social media which may offend or upset.
- Contact the school in the first instance with any issues or concerns.

### **As a pupil I will:**

- Try my best and work hard in school.
- Read every night and do my homework.
- Listen carefully when others are speaking.
- Treat others with care and respect.
- Be polite, kind and helpful.
- Take care of my belongings and of school property.
- Bring my diary to school every day.
- Have a growth mindset.
- Learn, love and grow with Jesus.



### **As a school we will:**

- Provide opportunities for our children to 'aspire to be more' in an environment that is underpinned by our mission statement, *"Together, we learn, love and grow with Jesus."*
- Ensure all children have the opportunities to reach their full potential.
- Develop a life-long love of reading in all our children as it opens the door to the rest of the curriculum.
- Develop children's vocabulary and communication skills and make sure that opportunities are provided for speaking and listening to improve children's oracy skills.
- Nurture and provide for our families by creating an open and caring environment ensuring they receive the support they need.
- Provide enrichment opportunities to help raise aspirations and provide children with memorable experiences that increase their understanding of the world around them.
- Nurture a Growth Mind-set approach to learning that promotes perseverance and shows our children that they all have the potential to achieve.

*"Together, we learn, love and grow with Jesus"*



# School Uniform and Standards

The school uniform proudly identifies St Jude's pupils. The school tartan, school tie (Y6 only) and 'badged' components of the uniform are available from **Slaters** and **AC Sports**. Polo shirts, trousers, skirts and shorts can all be bought from most supermarkets or children's clothing shops. Our uniform consists of;

## Girls Standard Uniform

- Grey skirt/pinafore or traditional trousers OR St Jude's tartan skirt/kilt/ pinafore;
  - White polo shirt (school badge optional);
  - Navy blue round neck sweatshirt/cardigan with school badge;
  - White, black, grey or blue school socks or tights;
  - Sensible black shoes (no trainers or sandals);
  - Year 6 only – white shirt/blouse, a 'v' neck sweatshirt or cardigan with school badge and a St Jude's tie;
  - Warm outdoor coat/hat/gloves in winter.
  - Book bag
- \*A light blue gingham summer dress may be worn in the warmer months



## Boys Standard Uniform

- Traditional grey trousers;
  - White polo shirt (school badge optional);
  - Navy blue round neck sweatshirt with school badge;
  - Grey or black school socks;
  - Sensible plain black shoes (no trainers);
  - Year 6 only – white shirt with a 'v' neck sweatshirt with school badge and a St Jude's tie;
  - Warm outdoor coat/hat/gloves in winter.
  - Book bag
- \*Traditional short grey trousers may be worn in the warmer months



## PE Uniform

- Navy St Jude's hoodie with badge (or St Jude's sweatshirt/cardigan);
- Navy St Jude's sports T-shirt with badge;
- Navy-blue or black shorts / joggers / leggings (no brands or logos visible);
- Navy-blue or black socks;
- Black pumps or trainers

Your child's teacher will inform you when your child's 'PE day' is. On the specified day, your child should wear their PE uniform to school.

\*\*\* Please ensure **ALL** uniform items are labelled \*\*\*

**Nearly New 'Badged Uniform' Shelf** - we hold a selection of nearly new 'badged' uniform. The shelf is available to browse at welcome meetings, parents' evenings and other events. However, if you would like to have a look at any time, please call into the school office.

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## Standards

- No jewellery, including earrings. Any child wearing earrings will be asked to remove them or will have to cover them with plasters.
- No extreme haircuts, including patterns, colouring, 'shaved' hair, false hair or excessive use of hair products.
- Hair bobbles and clips should be navy blue, in-keeping with school uniform. Large bows are not permitted.
- No make-up or nail polish (including false nails, false tan or other enhancements).
- No electronic/smart watches.

## School Book Bag

As part of our school uniform, every child from Reception through to the end of Year 6 requires a book bag. Each day children should bring their book bag to school where it will be stored safely.

Book bags provide a safe place for children to keep their school diary, reading book and any letters. They also reduce the wear and tear on reading books.

Book bags should be clearly labelled with the child's name. A **small keyring may be attached** to the handle to help the child to identify their bag.



## Swimming Kit

Children go swimming in KS2, until they can swim 25 metres confidently. Details of the requirements will be communicated to parents in advance.

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# Curriculum

St Jude's offers a rich, broad and balanced curriculum which includes the following subjects:

English  
Mathematics  
Science  
Religious Education  
Art and Design  
History  
Geography  
Music  
Physical Education  
Computing  
PSHE  
RSE  
Design and Technology  
Spanish (KS2 only)



We actively seek to enrich our curriculum by inviting visitors into our school who can share their skills, expertise and life experiences with the children.

Visitors Include:

- Anna Lucas, Author
- Balestra Education
- Curious Critters
- DanTastic Education
- Dogs' Trust
- Feathery Folk
- Greater Manchester Fire Service
- Greater Manchester Police
- GMPF
- Hands on Science
- Hinduism Education Services
- Hyett Education
- Judo Education
- Leigh Brothwell Education
- RNLI
- Viking School Days
- Wigan Athletic in the Community
- Wigan Instrumental Tuition Service



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## Visits Include:

- Animate
- Blackpool
- Blue Planet
- Chester Zoo
- Chester Grosvenor Museum
- Crosby beach
- DW Stadium
- Knowsley Safari Park
- Liverpool Cathedral
- Liverpool Tate
- Lowry Museum
- Smithills Farm
- Spaceport and Mersey Cruise
- Three Sisters
- Low Bank Ground



We also take part in the WOWS Collaboration Music and Arts Festival. These hugely successful events bring together schools from across the borough and we at St Jude's are incredibly proud of our singing and artistic prowess.

### **Additional Needs**

The Governors and staff of St. Jude's Catholic Primary School are committed to a policy which recognises that all children regardless of ability - physical or academic - share the right to a broad and balanced curriculum.

Some children will require support to learn effectively. If this happens we will provide additional help and support. We will discuss this with parents and devise a Learner Profile (LP) for the child. For pupils who have an Educational Health Care Plan (EHCP), the school will hold reviews in order to review the pupil's support and needs.

Should a parent have concerns about the progress of their child they should discuss them with the class teacher. If there continues to be a cause for concern, then this should be brought to the attention of the Special Educational Needs Co-Ordinator (SENDCo).

A copy of the SEND report can be accessed via the school website [www.saintjudes.wigan.sch.uk](http://www.saintjudes.wigan.sch.uk)

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## Wraparound Care Provision

St Jude's is able to offer both a Before and After School Club. Our Before School Club opens at 7.45am. Children are provided with a breakfast consisting of toast, cereal, fruit, milk and a drink of juice. The cost is £4.50 per session.

The After School Club runs from the end of the school day and children are provided with a snack and a drink. Our After School Club is open until 5.15pm. The cost is £7.00 per session.

Both clubs have limited places per session and sessions **must** be booked in advance.

Parents will be issued with regular invoices which must be paid in advance and in accordance with the terms detailed on the invoice. Ad-hoc sessions must be paid when the child is dropped off or collected. School operates a Debt Management Policy which is available to view and download on the school website.

Booking forms are available from the school office or the Wraparound Care staff.

## After School Extra-Curricular Activities

St Jude's operates a timetable of KS1 and KS2 extra-curricular activities. These include: -

- Rugby
- Football
- Tennis
- Dance
- Athletics
- Gymnastics
- Multi-sports
- Craft Club
- Forest School
- Reading Club
- Choir
- Coding Club



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## Lunchtime Information

### School Dinner Provision

School meals are prepared freshly on the premises by Local Kitchen. Dinners should be ordered and payment made in advance using EVOLVE. Instructions and activation codes will be provided by the school office during your child's first week. Until you receive your activation code, your child's lunch will be ordered for them by the school office.

The cost for dinner, from September 2024, will be **£2.52** per day. Under a government scheme, children in Reception class, Y1 and Y2 are currently entitled to a *Universal Infant Free School Meal*. Dinners for children who get a free school meal must still be pre-ordered in advance on EVOLVE, but you will not be asked for any payment when you reach the 'proceed' stage.

If a child has not had a dinner pre-ordered then a telephone call will be made to parents asking for a packed lunch to be dropped off by 11.45am.

**\*\*\* In order to obtain a refund, you must remember to cancel your child's lunch before 9am if they are absent from school \*\*\***

If your child has any food allergies or intolerances you should enter these on Evolve. Once you have done this, Evolve will remove any menu options which contain the allergens which your child cannot have. You should also advise the school office if you become aware that your child has any food allergies.

### Healthy Lunch Boxes

Children who choose not to have a school dinner should bring a packed lunch in a bag or container which is clearly marked with their name. No glass bottles or breakable flasks are permitted. Please note, if your child has no packed lunch then he/she will be given a sandwich – the cost of which will have to be met by the parents.

It can be a challenge for parents to regularly come up with different ways to entice children to eat a nutritious lunch. Some useful tips for parents:

- Include lots of different food items in smaller quantities
- Avoid buying cleverly marketed 'food for lunchboxes', which can be high in additives and quite costly. It is much better to cut a block of cheeses into slices or cubes rather than buy a processed cheese product with a cartoon character on it.
- Avoid packets of savoury snacks as they often contain high levels of saturated fat and salt. One single snack can contain almost as much salt as a young child should have in an entire day.
- Provide real fruit rather than snacks which claim to contain 'real fruit'. Often these snacks have barely any fruit content but have up to 63% sugar. Include a drink of water (fizzy drinks, squash and juice are not permitted).

### **We are a nut free school.**

We have children in school who have extremely serious allergies to nuts or being near nuts. Do not include in your child's lunchbox anything with nuts ie. Nutella, or any nut based butter/spread, breakfast bars with nuts etc.

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## **Communication with Parents**

The home-school partnership is central to all that we seek to achieve at St Jude's. There are two parent and teacher consultations per academic year – one in the Autumn term and one in the Spring term. In July you will receive a detailed end of year report for your child. If there is anything you would like to raise out of these times then please make an appointment with the class teacher.

### **Letters & Website**

We publish a weekly newsletter and a termly parent partnership letter. These are a valuable source of information. For environmental reasons we no longer distribute a paper copy of the newsletter, it is shared via ParentApps Connect. If you do not have internet access, please call into the school office.

### **ParentApp Connect**

The school uses 'ParentApps Connect' as a means of communication. You will also find other useful information, such as the school calendar which you can link to your personal calendar. Once your child is enrolled at St Jude's, you will receive a text message/email from ParentApps Connect with instructions. You can download the app on your phone or device.

### **Reading and Homework Diary**

In September your child will be given a school diary. Please sign your child's diary daily, once they have read or completed their homework. You can also use your child's diary to communicate with your child's teacher. The diary should be brought back to school each morning. Any lost diaries can be replaced at a cost of £2.00.

### **Facebook**

St Jude's also has a Facebook account; [@stjudeswigan](#). Please 'like' or 'follow' us to ensure you receive reminders and important announcements.



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# Attendance

## Absences

Government legislation requirements make it essential that parents report all absences to school, e.g. medical/dental appointments and sickness. Please telephone school before 9.00am on the first day of absence and ensure school is kept up to date of any continued absence.

Requests for absences for holidays during term time will not be granted by the headteacher. Parents and carers should take their family holiday in the normal school holiday periods. If an absence cannot be accounted for then it will be recorded as *unauthorised*.

Medical evidence, in the form of medical appointment, doctors note or evidence of medication, is required for children who have attendance of less than 90%. Again, if medical evidence is not provided then the absence will be recorded as *unauthorised*.

In line with our *Absence and Punctuality Policy*, fines may be issued to parents/ carers of children with high levels of unauthorised absences.

Our overall school attendance target figure is 96%. To encourage attendance and punctuality, each half term the class with the highest attendance will receive a reward.

Each term every parent receives a copy of their child's attendance certificate with a corresponding letter of, red (below 93%), amber (93.1-95.9%), green (96% and above).

## Punctuality

Children may enter their class at any time from 8.45am, but should arrive no later than 9am. Any child arriving after this time will be required to enter school through the main entrance and be signed in by the parent. Registers close at 9.00am and any child arriving after this time will receive a *late mark*.

It is important that parents are aware that English and Maths are taught from 9am onwards, so it is vital for your child's education that they are in their classroom by 9am. Any child arriving late may be kept in class over break-time to catch up with what they have missed.



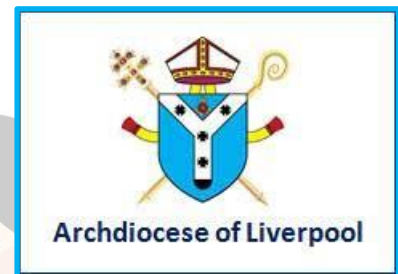
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## Parish Links

In March 2019 we were judged 'outstanding' in Religious Education and the Catholic life of the School by Liverpool Archdiocese.

Throughout the school year we celebrate religious feasts and festival days through masses and assemblies, either in school or at church. At Christmas and Easter children are involved in nativities and school plays. Each class also gets the opportunity to share their learning through a Collective Worship assembly.

We see the parish of St. Jude's as an extension of the school community. The children will go to church during the school year for special celebrations; Father Causey also celebrates mass in school with the children and all family and friends are invited.



## School Levy

All families with children attending a Catholic School within the Archdiocese must pay a £10 per family per year levy to the Archdiocese. This is due to the difference in funding given to church schools. Further information, with details of how to pay, will be sent home on an annual basis.

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## **Additional Information**

### **Water**

Children are encouraged and reminded to drink plenty of water at both lunchtime and throughout the day. All pupils must have a named water bottle in school which they can refill during the day.

### **Milk, Fruit and Snacks at Break-time**

Children in Preschool and Reception Class will be offered free milk to drink at break-time. Children in KS1 (YR – Y2) are entitled to a free piece of fruit or veg each day. The fruit/veg is seasonal and may include apples, bananas, satsumas, carrots, tomatoes, strawberries or raisins. KS2 children (Y3 – Y6) are invited to bring in a healthy snack for break-time.

### **Medicine**

School is only able to administer prescribed medicines. If your child requires medication, a medicine consent form or Care Plan will need to be completed and signed. For more information, please see the school office. Antibiotics can only be administered by school if they have been prescribed as 'four times per day'. Antibiotics prescribed three times per day should be taken before school, after school and at night.

### **Walking Home Alone**

We only allow children in Year 6 to walk home alone. All other children should be collected by an adult named on their safeguarding list. Any parent of a Y6 child who wishes for their child to walk home alone should complete a consent form and return it to the class teacher.

### **Policies**

Should you require further information on any aspect of school you may find it useful to read our policies which are available to download on our school website. A paper copy of any policy can also be requested from the school office.

### **School Charges**

The governing body has adopted a Charging Policy for certain activities in school. This means that visits thought to be necessary by the school will be arranged and parents will be asked for a voluntary contribution towards the cost of these visits. The legislation however states, that if a parent does not wish to contribute then their child must not be excluded from the visit. We hope that our parents realise that there comes a point when such trips are not viable if sufficient contributions are not forthcoming. However, on behalf of the governors, we invite any families where there are cases of hardship to apply, in confidence, to the Headteacher for exemption from some or all of the costs.

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## **Consideration of General Complaints**

In line with our Compliments and Complaints Policy, which is available on our school website, if you have any cause for concern then you should express this initially to your child's class teacher. If the issue remains unresolved then an appointment should be made to see the Headteacher, or the concern should be expressed in writing and sent to the Headteacher.

## **Physical & Verbal Abuse**

### **Help us to keep our school and children safe.**

St Jude's Catholic Primary has an ethos built around respect for all members of the school community.

Wigan Local Authority and the governors of the school will not tolerate any physical or verbal abuse or assaults on our staff.

Members of the public who mistreat school employees or visitors to the school will be banned from the school premises or be subject to prosecution.

For further information, please read our '*Parental Code of Conduct*'.



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# Applying for a Place at St.Jude's

## Applying for our Reception Class

You may register your interest in a school place at St Jude's at any time from the birth of your child. Please just pop in to school.

Ten months prior to your child starting school you must apply online via school admissions on the Wigan Council website, in accordance with the specified deadline. If you have previously registered interest in a school place with us, we will send you out a reminder letter and the application deadline date.

Places at St Jude's will be offered in line with our Admissions Policy, which is available on the school website.

## Mid-Year Transfers

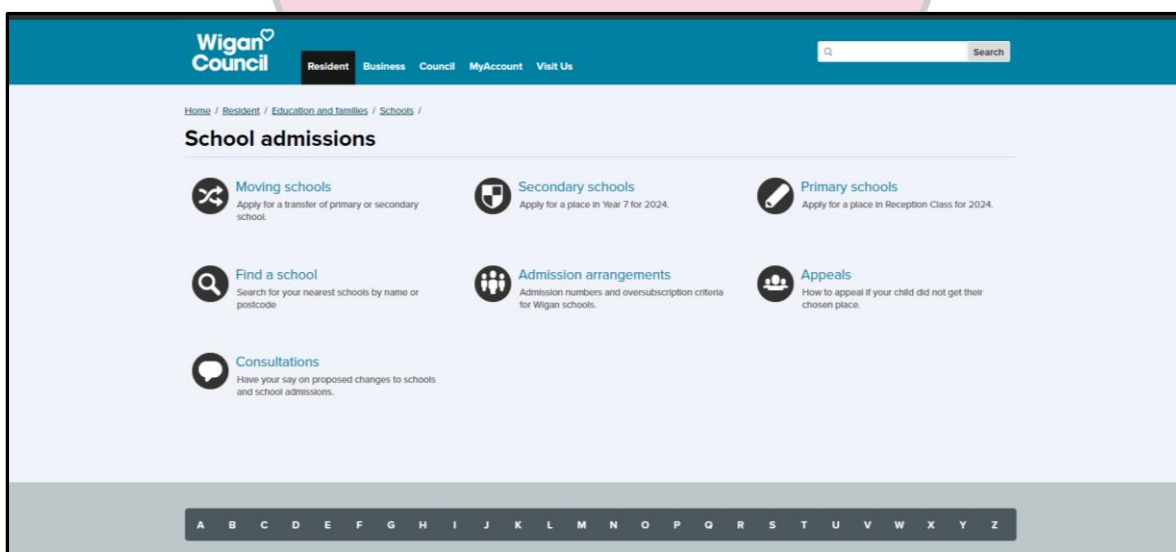
If your child is moving schools and you wish for them to join St Jude's, you will need to complete an 'in year application form' on the Wigan Council website. Part 1 of the application form should be completed by the Headteacher at your child's current school. Part 2 of the application should be completed by you and returned together with part 1.

For further information and a link to the application form see the 'Moving Schools' page on the Wigan Council website,

<https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Moving-Schools.aspx>

Should you wish to visit school, request any information or need any help with the application process, please contact us directly on 01942 204091. We will be pleased to assist you in the transfer process in any way we possibly can.

For further information on any aspect of School Arrangements or to access school admission policies via the Council's website please visit <https://www.wigan.gov.uk/Resident/Education/Schools/Schools.aspx>



The screenshot shows the Wigan Council website's 'School admissions' page. The header includes the Wigan Council logo and navigation links for Resident, Business, Council, MyAccount, and Visit Us. A search bar is located in the top right. The main content area is titled 'School admissions' and features several service tiles: 'Moving schools' (Apply for a transfer of primary or secondary school), 'Secondary schools' (Apply for a place in Year 7 for 2024), 'Primary schools' (Apply for a place in Reception Class for 2024), 'Find a school' (Search for your nearest schools by name or postcode), 'Admission arrangements' (Admission numbers and oversubscription criteria for Wigan schools), and 'Appeals' (How to appeal if your child did not get their chosen place). There is also a 'Consultations' tile (Have your say on proposed changes to schools and school admissions). At the bottom, there is a navigation bar with letters A through Z.

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## Data Protection Notices

### Parent / Carer Privacy Notice

#### **Policy Statement**

We are St Jude's Catholic Primary School. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the School. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

#### **What information do we process in relation to you?**

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the School site
- your relationship to your child, including any Court Orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

#### **Where do we get your personal data from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the School, and when you attend the School site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

#### **Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required by law, including:
  - To provide reports and other information required by law in relation to the performance of your child
  - To raise or address any concerns about safeguarding
  - To the Government agencies including the police
  - To obtain relevant funding for the school

### Pupil Privacy Notice

#### **Why are we giving this to you?**

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.



If you want to know anything about what we do with information about you then please ask your teacher, or speak to your [parents/guardians] and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parents/carers want to speak to them, then you can do at:

Mr Nick Holden, Suite 2B Stanley Grange, Ormskirk Road, Knowsley, L34 4AT.

Email: enquiries@saintjudes.wigan.sch.uk

## Policy Statement

We are St Jude's Catholic Primary School. During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/future schools
• Unique pupil number	• Behavioural information	• Language(s)
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs	• Attendance information	• CCTV images

We will also collect, hold, share and otherwise use some information about you which is special "special category personal data" and we will take extra care to make sure that this is kept safe:

• Racial or ethnic origin	• Religious beliefs	• Special educational needs and disability information
• Medical / health information	• Dietary requirements	• Information relating to keeping you safe

## Where do we get this information from?

We get this information from:

- You
- Your parents/carers, and other children's parents/carers
- Teachers and other staff
- People from other organisations, like doctors, your previous school(s) or the local authority for example

## Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

*"Together, we learn, love and grow with Jesus"*



Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or if necessary your parent/carer for permission.

### **Why do we use special category personal data?**

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

### **How long will we hold information in relation to our pupils?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

### **Who will we share pupil information with?**

We may be give information about you with:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps you information safe by:

- Keeping your pupil file in a locked filing cabinet.
- Keeping our student database secure so that it can only be accessed by staff with a login and password.
- Limiting the amount of information staff can see, depending upon their role in school and their need to access certain information.

### **Your rights in relation to your information**

You can ask to see the information we hold about you. If you wish to do this you should speak to your teacher.

You also have the right to:

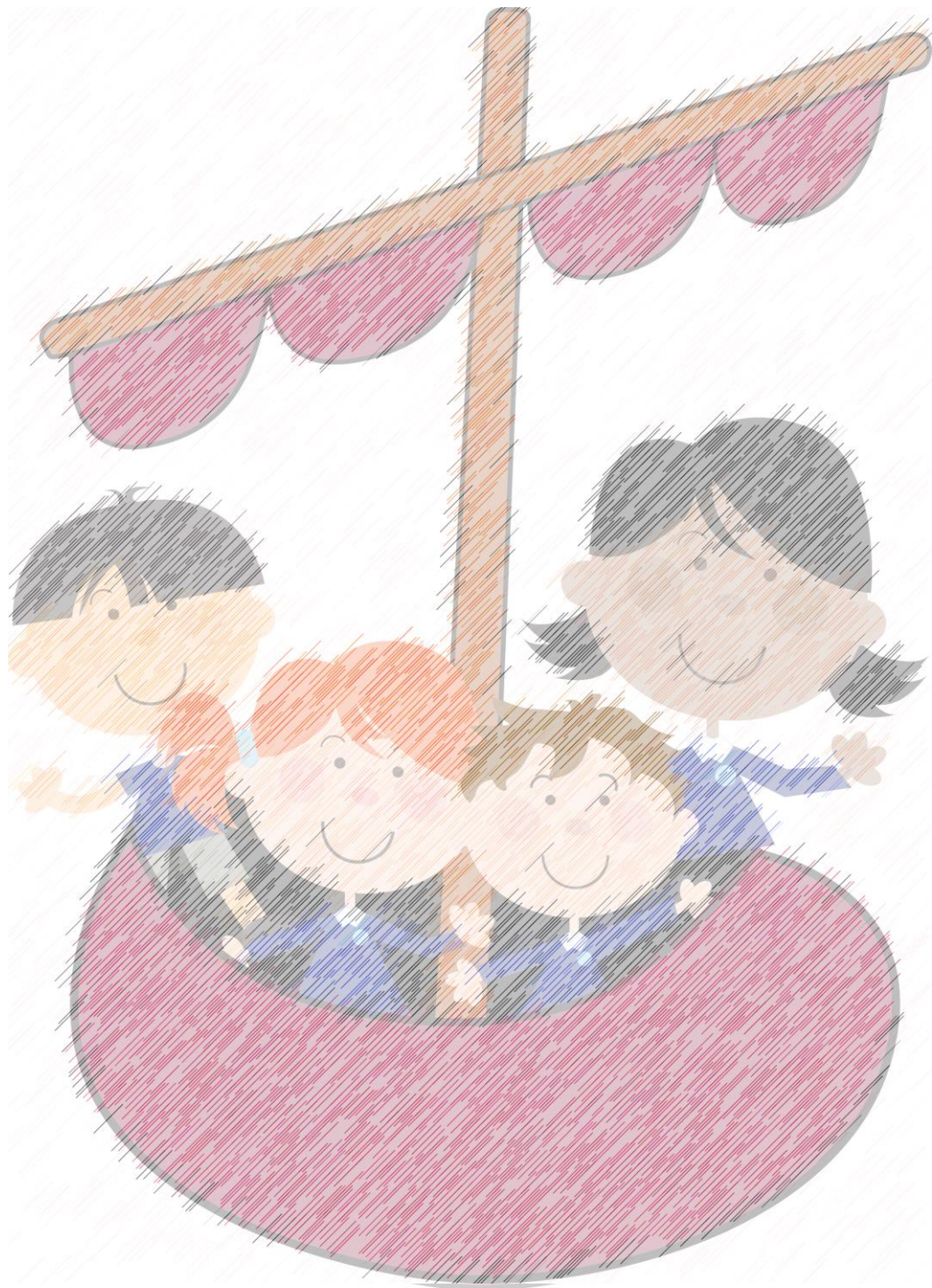
- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with Mr D Wilson, Headteacher. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

### **Concerns**

If you are concerned about how we are using your personal data then you can speak with the DPO Mr Nick Holden, or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

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Wigan  
WN3 5AN  
☎ (01942) 204091  
✉ [enquiries@saintjudes.wigan.sch.uk](mailto:enquiries@saintjudes.wigan.sch.uk)

**Changes** - The information contained within this prospectus is accurate at the time of printing, but it should not be assumed that no changes will take place at the school before the start of the next academic year or in subsequent school years.

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