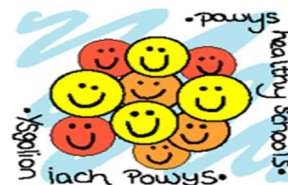


# School Prospectus



2023-2024



Dear Parents and Carers,

Welcome to Brynhafren C.P. School. By reading this prospectus we hope that you will learn a little about the life and work of our school. If you are choosing a school for your child we recommend that you visit us and see our school at work.

Brynhafren C.P. School is a primary school situated in the village of Crew Green, just off the B4393 – very close to the Powys Shropshire border.

Our buildings are superbly situated on a hill that provides fantastic views over the Powys and Shropshire countryside. Our facilities are spacious and well equipped to provide a quality learning environment for our pupils.

### Code of Conduct

At Brynhafren School we take great pride in seeing ourselves as an extension of the home where the pupils are encouraged to act with responsibility and maturity from an early age. The school actively promotes its motto:

### **Tyfu a Dysgu Gyda'n Gilydd – Growing and Learning Together**

Our School rules are simple, we are:

### **Ready, Respectful and Safe**

We look forward to welcoming you and your child to Brynhafren C.P. School and hope your child will be happy and secure here.

Mrs A. Ellis  
Head Teacher

Mrs K Finlayson  
Chair of Governors





## School Details

**Address:**   **Telephone Number:** 01743 884455

Brynhafren County Primary School

Bausley, Crew Green

Powys   SY21 9AT

Email: [office@brynhafren.powys.sch.uk](mailto:office@brynhafren.powys.sch.uk)   or   [head@brynhafren.powys.sch.uk](mailto:head@brynhafren.powys.sch.uk)

Website: [www.brynhafren.powys.sch.uk](http://www.brynhafren.powys.sch.uk)

**Local Authority:**

Powys County Council

County Hall

Llandrindod Wells , Powys   LD1 5LG

**Number on Roll:** 30 (September 2023)

**Age Range:** 4 – 11 years

**Headteacher:** Mrs A. Ellis



## **The School:**

Brynhafren County Primary School is a small rural primary school, originally built in 1961. The school is situated on the Powys/Shropshire border, overlooking the Rivers Severn and Vyrnwy. It is a mixed school of Non-Denominational religion.

## Admissions Policy

As we are a Community Primary School we are subject to the County Council's Admissions Policy.

Admission applications can be made via the Powys county Council website under school admissions. We welcome visits from families as choosing a school is a very important decision and we believe that a parent needs to see the school at work in order to know if it is the right place for their child. To make an appointment to visit please call the school or email [head@brynhafren.powys.sch.uk](mailto:head@brynhafren.powys.sch.uk) In the Summer term, prior to admission, our Reception Class have transition days.

**Pupils can be admitted to the school in the September after which they have reached their fourth birthday. This is in line with L.A. policy.**

Usually pupils start in the Reception class on a full-time basis, however this can be flexible and part-time to start can be arranged by discussing with the class teacher. On entry to school, pupils are admitted into class One. We place considerable emphasis on the Early Years stage of a pupil's education and ensure our pupils feel valued at a very early age. We emphasise individuality where the needs of the pupil are catered for, whilst at the same time developing the pupil's ability to conform to the routine and demands of school life.

At the end of the school year in which a pupil is eleven, arrangements are made for transition to High School with High School staff visiting the school and our pupils spending some time in the High School of their choice. The transition from primary education to secondary education can be very demanding for the pupils but through liaising with the high schools we ensure the transition is as smooth as possible. Schools that we currently link with are Llanfyllin School, Welshpool High School and Mary Webb school.

On occasions, pupils do transfer to Brynhafren C.P. School from other schools. This is done through liaison with the child's present school and if within Powys through correspondence with the LA. On admitting pupils from another school we make the transition as smooth as possible in order that they settle quickly into a new routine.

## Our School Governors

Mrs Katie Finlayson Community Governor **Chair**

Ms Karen Pountney L.A.Governor **Vice Chair**

Mr Terry Sayce Community Governor

Mr Steve Windmill - Parent Governor

Sarah Blackmore - Teacher Governor

Mrs Alison Ellis - Headteacher

Cllr Lucy Roberts L.A. Governor

Mrs Lynne Walters – Community

Mrs Julie Wilde - Parent Governor

Mr Giles Frankling - Parent Governor

Mr Graeme Harkness - Clerk to the Governors



The day to day management of the school is the responsibility of the Headteacher, but the Governing Body has general oversight of the school, particularly in matters relating to finance, staffing, the curriculum and discipline. They meet at least once per half term and then as needed in their role within sub committees.

## Role List September 2023

Headteacher - Mrs A Ellis

Class 1 Teacher - Mrs A Ellis

Class 2 Teacher - Mrs L Owen

Higher Level Teaching Assistant - Miss L Taylor

Breakfast Club Leader- Mrs S Maddox

Breakfast Club Assistant - Mrs S Parr

Cook - Mrs R Lloyd

Lunchtime Supervisor - Mrs S Maddox

Secretary - Mrs S Parr

Cleaner - Mrs S Maddox

## Daily Routines

8:40a.m. - morning registration

10:15a.m. - break

12:00 p.m. - lunch

1:00 p.m. - afternoon registration

3:00 p.m. - end of school day



## Notification of Absences from school

It is essential that the school is notified of your child's absence through a phone call or note on the first day that the child is away. Absences without explanation will be classed as unauthorised and are likely to be followed up by the Education Welfare Officer. **Verbal explanation by a pupil is not sufficient.**

Should your child arrive at school late , then they should be accompanied by a parent or carer and the reason for the lateness explained directly to a member of staff so that this can be logged and monitored.

It is a policy of Powys County Council that any pupil or member of staff who has been sick or had an upset stomach should not return to school for 48 hours after the last incident.

Parents can apply for up to 10 days term time holiday for their child within an academic year. Each application is looked at individually and applications will only be approved if your child has a 90%+ attendance record. However we would advise that any absence will have an impact on your child's learning and so holidays are best taken during the school holidays.

It is requested that pupils do not arrive before 8:35 a.m. unless attending Breakfast Club which starts at 8.00 a.m.

Term dates can be found in the back of this document.

Here at Brynhafren CP School we encourage active communication between parents and teachers. We try hard to make ourselves available to discuss matters with you. If you need to talk to your child's class teacher, please see them in the morning or after school to make an appointment or, if this is not possible, e-mail or phone the school to ask the teacher to contact you.

We will always make every effort to meet with you but generally before school is not a good time as teachers are setting up for the day's activities. If it is a matter of urgency you can always contact the head teacher on [head@brynhafren.powys.sch.uk](mailto:head@brynhafren.powys.sch.uk)

Please let your child's class teacher know if your child is to be taken home by a different person. All pupils are to be collected from the school gates within the carpark.

## Curriculum Statement: Teaching Methods and Organisation

Here at Brynhafren our aim is to provide our pupils with a balanced and broad based curriculum and our teaching and learning is based upon the New Wales curriculum for 2022. Our curriculum statement and teaching and learning policy can be viewed on our website-

<https://brynhafren.weebly.com>

The Curriculum Statement is also attached as an appendix to the end of this prospectus.

The 2022 Curriculum for Wales is based on developing the skills of the pupils to become:

- Ambitious, capable learners who are ready to learn throughout their lives.
- Creative and enterprising 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.

The school uses a wide variety of approaches in order to ensure that our pupils fulfil their academic potential and develop independent skills. Learning is based around authentic contexts which motivate interest and enquiry. The approaches range from whole class teaching, small



groups and individual approaches as necessary. Work is differentiated according to the needs of the pupils. The school closely monitors its pupils in order to provide for any specific individual needs.

Learning outdoors is important for our pupils and there is ample outdoor learning space which is used as an extension to the indoor classroom. The main school is organised into two classes:

Reception, Year 1 and 2

Year 3, 4, 5 and 6

The Headteacher teaches the Foundation Learning class and is also the designated Additional Learning Needs Co-ordinator, with responsibility for additional needs across the school.





The New curriculum is organised into the following areas of learning and experience:

- Expressive Arts.
- Health and Well-being.
- Humanities.
- Languages, Literacy and Communication.

- Mathematics and Numeracy.
- Science and Technology.

Alongside these sit the skills frameworks for Literacy, Numeracy and Digital Competency. There are also the themes of Relationships and Sexuality Education, Careers and Work -Related Experiences and Religion, Values and Ethics that cut across the whole curriculum.

### Arrangements for making complaints about the curriculum

If a parent has a complaint about the curriculum this should be done in the first instance through the Headteacher. If a parent wishes to discuss a query or a problem then they are encouraged to speak to the Headteacher or the Class teacher. The school has a complaints policy which may be obtained from the school office.

### Use of the Welsh Language:

Welsh as a second language is taught throughout the school and is a key component of the Language, Literacy and Communication area of learning. The school encourages the pupils to use Welsh as much as possible with emphasis being put on the cultural awareness of the pupils in relation to Wales through the Cwricwlwm Cymreig.



Welsh is taught by the class teachers in specific Welsh lessons and is also used across other areas of learning to promote bilingualism.

Pupils are encouraged from the start of school to use incidental Welsh, in class, when answering the register, in assemblies and at lunchtimes.

Each year St. David's Day is celebrated enabling pupils to speak and sing in Welsh. The library and all classrooms have a selection of Welsh books. Pupils are encouraged to speak in Welsh at other times during the day.



## Homework

Homework is an extension of the work which children do in school and is an important part of our home/ school partnership. There is a wide range of different types of homework which your child may be asked to complete which do much to contribute to the improvement of the basic skills of literacy and numeracy and digital literacy.

## Extra-Curricular Activities



The school offers a range of extra-curricular activities taking up opportunities of workshops , visits and coaches coming into school, as well as linking with other local primary schools to take part in competitions and events.

## After School Club

Brynhafren Primary School runs after school care from 3pm until 5pm on Mondays, Thursdays and Fridays during term time. Each session is £5 per child, paid via ParentPay. We offer many activities such as sport, Urdd and Science & Outdoor learning.

## Additional Learning Needs

The school places considerable importance on Additional Educational Needs. Our policy is available on the website. There is a register of pupils with Additional Educational Needs which fully complies with the A.L.N. Code of Practice. All pupils are closely monitored.

Children on the A.L.N. Register are taught in a variety of ways. These may be through differentiated work within class, in-class support and/or through withdrawal for specific short periods to a learning support teacher. All children on the A.L.N. register have Provision Maps and one-page profiles which are set up by the Class teacher on advice from the ALNCo.

## Relationships and Sexuality Education

Under the new Wales curriculum this is compulsory and not an opt in or out area of the curriculum.

This area of the curriculum covers three broad strands: Relationships and identity; Sexual health and wellbeing; Empowerment, safety and respect.



## Assembly and Collective Worship

At Brynhafren C.P. School we hold daily acts of worship. These vary from being whole school or class led. Collective Worship and Assemblies must be seen as distinctive activities. They may however take place at the same gathering and be related to the daily life aspirations and concerns of the school. Brynhafren has a strong community link with St. Michael's Church in Alberbury. We also enjoy assemblies by the Church, led by Rev. Greg and volunteers from the Church.

Our acts of collective worship as stated in Education Reform Act of 1988 (and the corresponding section of the 1993 Act) will be of a wholly or broadly Christian character, together with acts of worship which contain elements drawn from other faiths.

## Right of Withdrawal

If a parent asks that their child should be wholly or partly excused from attending any religious worship in the school, then we as a school must comply.

We continue to be responsible for the supervision of the pupil withdrawn. Parents are not obliged to give a reason for their seeking withdrawal.

## Religion, Values and Ethics

As of September 2022, Religious Education has been renamed and sits within the Humanities area of learning. It is wide reaching and aims to develop our learners progress towards the four purposes.

## Sporting Aims and Provision for Sport

Our aim is to encourage all pupils to take part in sport, in order to develop the pupils sporting ability and to promote healthy lifestyles. The emphasis is on “Sport for All” and the development of skills in order to increase the enthusiasm of the pupils for sport and to improve health-related fitness.

In addition to regular P.E., (games, swimming, gymnastics and dance) all pupils of the school participate in the Daily Mile and are encouraged to bring their trainers to school every day to participate.

Swimming lessons are provided to all pupils at some point during the year. The pupils are taken by coach to The Flash Leisure Centre in Welshpool where they are taught by qualified staff. Each lesson lasts 45 minutes and there is the opportunity to take part in galas organised by the local sports association.

At Brynhafren C.P. School we have use of the community playing field and two playground areas.

Members of staff at the school hold coaching certificates and qualifications in the teaching and coaching of P.E.





We believe that the children should experience learning in the outdoors where they are able to explore and experience nature through practical activities. The pupils will participate in all weather, all year round, exploring the seasons and learning from environmental changes. These experiences are to stimulate creative thinking, problem solving and skill development all through play.

## School Council

Each year two representatives from each class from Y2-Y6 are put forward to become members of the School Council. These representatives bring forward any issues which their class feel strongly about and meet regularly with Mrs Ellis to discuss their ideas. Our School Councillors make real decisions on whole school issues and raise the profile of pupil voice in our school.

## Healthy Schools/ Eco Schools

The School participates in the Healthy Schools programme and has achieved a number of awards. This committee is supported by Miss Taylor.



## Criw Cymraeg

Pupils from Year 2 upwards are selected to be in the Criw Cymraeg, co-ordinated by Mrs Owen. This group looks at the promotion of the Welsh language across the school. The school has recently achieved it's bronze award and is now working towards accreditation for the silver award.

## Digital Wizards

Pupils who have demonstrated an outstanding skill in ICT are able to support others learning in this area and are awarded the status of Digital Wizard.

## Discipline and Good Behaviour

We place great emphasis on good behaviour amongst our pupils, our approach to behaviour is based on the three simple rules; **Ready, Respectful and safe** . We encourage our pupils to be courteous to each other, staff and visitors, and to be honest and respectful of others. We view incidents bullying seriously. Under no circumstances will episodes of bullying be tolerated. Parents are invited to the school to discuss issues related to concerns about behaviour or bullying. The school has a behaviour policy which is available to parents.



## Child Protection

The school works under the Wales Safeguarding Procedures 2019 and has a statutory duty to refer to the Children's Services any serious concerns about children's welfare.

The School designated safeguarding lead is Alison Ellis and the deputy designated safeguarding lead is Laura Owen.

The governor with responsibility for safeguarding is Karen Pountney.

If there is a safeguarding allegation against the headteacher then the Chair of Governors, Katie Finlayson is the first point of contact.

## Administration of medicines

If your child requires medication, but is well enough to be in school, you will be asked to complete a medicine administration form. Medicines will be stored securely by staff and a record kept of any medicine given.

## School Uniform Policy

Polo shirts should be white or red and sweatshirts or cardigans should be black. They can be plain or have the school logo on them if you wish.

School sweatshirts/ cardigans and polo shirts with embroidered logos are available to order from [www.MyClothing.com](http://www.MyClothing.com). Summer dresses can be worn in blue check.

Trousers, Skirts, Shorts, leggings or pinafores should be plain black or grey. The wearing of the uniform gives the pupils a sense of belonging and identity. We ask that parents **label uniform** carefully with the name of the child.

Comfortable footwear should be worn.

Pupils are expected to wear uniform every day.

**The school has a second hand uniform store with every item priced at £1 each, with all proceeds going to school funds. Please ask at school for further information.**

**Jewellery, with the exception of small stud earrings and watches, is not allowed.**

## PE kit

It is expected that all pupils will have a change of clothing for P.E. and Games. For hall activities, pupils should wear a **white or red T-shirt and black shorts** and for outside games, **suitable clothing and footwear**. Swimming is an important part of the curriculum and all pupils have the opportunity to take part. It is expected that all pupils will take part in P.E. unless we receive a written note from a parent requesting that a pupil does not participate due to health reasons.

## Charging and Remissions Policy

As a school we invite parents to make voluntary contributions for activities

such as school trips which take place wholly or mainly during the school

day. However, where parents are unable or unwilling to contribute on a voluntary basis then the pupils of those parents will not be prevented from taking part in the activity. There may be occasions when planned trips will have to be cancelled due to insufficient funds.

A full copy of this policy may be obtained from the Headteacher should it be required.

## Parental Links

We notify parents about school events through newsletters. We also use Schoop ( School ID 4659). We also have a website. There is also a Brynhafren Facebook page

We hold Parent/Teacher evenings throughout the year. In addition, we provide a written report at the end of the Summer Term.



Parents are encouraged to visit the school to share in events such as class assemblies, Christmas concerts, sports days, etc.



## Equal Opportunities Policy

At Brynhafren C.P. School we seek to develop the particular abilities of each pupil as an individual. We are committed to the elimination of unfair discrimination and the provision and promotion of equality of opportunity for all in education.

We will strive to ensure that no pupil or member of staff receives less favourable treatment on the grounds of sex, marital status, age, language, colour, race or ethnic origin, socio-economic status, sexual orientation or disability.

## Pupils with disabilities

In accordance with our Equal Opportunities Policy pupils will be given equal opportunities to access the curriculum and where necessary steps will be taken to ensure appropriate provision for such pupils in school.

The School has a three year strategic equality/ accessibility plan which is reviewed regularly by the Governing Body.

## Accidents at School

If an accident occurs in school a pupil will be seen by a trained first aider and if further action is required, this will be organised. Should this be a head injury, phone contact will be made with parents. If there is a serious accident or an illness, the parent or carer will be informed as quickly as possible. Serious injuries will be dealt with by contacting the emergency services.

Staff holding First Aid Certificates are Alison Ellis and Laura Owen.

If a pupil is taken ill during the school day, every effort will be made to contact the parent. It is therefore very important that parents keep school updated about changes in emergency contacts. Should you wish your child to remain indoors at break time or lunch time due to illness, please inform your child's class teacher through a written note at the start of the school day. The school has a medical record with details relating to each pupil. Parental co-operation helps keep this up to date.

## Fire Drills

As required by Health and Safety Fire Drills are held regularly throughout the year and a record of these is kept by the headteacher. In addition the School has a Lockdown policy, procedures are communicated clearly to all staff and learners.

## School Dinners

All of our pupils eat dinners on school premises. Pupils have the choice of bringing their own packed lunch or having a meal as provided by Powys Catering. During lunch time the pupils are supervised by our mid-day supervisor and a member of staff. A senior member of the staff is always available throughout the lunch time period.



The price of a school dinner is currently £2.45 per day. Dinner money is paid via the ParentPay system on [www.parentpay.com](http://www.parentpay.com) Some families are entitled to free school meals, information and application forms can be obtained from the LA website [www.powys.gov.uk](http://www.powys.gov.uk)

As of the start of the Autumn term 2023, all pupils from Reception through to year 3 will be eligible for a free school meal, this will be phased in across all of the primary phase over the academic year 2023-24.

## Snacks

Children are encouraged to bring in a healthy snack for mid-morning break and also a refillable water bottle that they can access throughout the day. Free milk is available for all Reception, Year 1 and Year 2 pupils at morning break time.

Please note that we are a nut-free school as some pupils do have a nut allergy.

## Attendance Data

Our attendance percentage for the last academic year was 95.27%

Number of pupil exclusions 2022 – 2023: 0

# 2023-24

## Autumn term:

- Monday 4 September 2023 to Friday 27 October 2023
- **Half Term - Monday 30 October 2023 to Friday 3 November 2023**
- Monday 6 November 2023 to Friday 22 December 2023

## Spring term:

- Tuesday 9 January 2024 to Friday 9 February 2024
- **Half Term - Monday 12 February 2024 to Friday 16 February 2024**
- Monday 19 February 2024 to Friday 22 March 2024

## Summer term:

- Monday 8 April 2024 to Friday 24 May 2024
- **Half Term - Monday 27 May 2024 to Friday 31 May 2024**
- Monday 3 June 2024 to Friday 19 July 2024

## Non-pupil days:

- Friday 1 September 2023
- Monday 18 September 2023
- Tuesday 19 September 2023
- Friday 22 December 2023
- Monday 8 January 2024
- Monday 24 June 2024

# BRYNHAFREN CP SCHOOL

## CONSENT FORM FOR CHILDREN

From time to time we will need to use images of, and quotes from children for general publicity uses, including posters, publications and on our school website. To do this we need your prior written consent. The photographs and/or pieces of film will be stored and used when appropriate to continue promoting the work of the school, fostering home/school and school/community links. They may also be used to publicise future events in the school, or activities involving the school. Thank you for your help in this matter.

We follow the general rule that if a photograph is used then the child is not named or if named there will be no picture i.e. people will not be able to associate a name to a photograph unless we have specific written consent from the parent/guardian.

**Should you have any concerns or wish to discuss the matter please contact Mrs Ellis at the school.**

Name of child:.....

Current address of child:.....

Details of photograph, film or quote: images and quote taken by the school (or those acting on behalf of the school) of children and young people.

To the parent/guardian	Please circle
May we use your child's photograph or quote in printed publications e.g. newsletters, posters of activities, etc.	Yes / No
May we use your child's photograph or quote on the school website	Yes / No
May we show any film produced by the school containing your child e.g. Christmas concert	Yes / No

Name of adults signing:.....

Relation to child:.....

Signature:..... Date:.....

Signature of child:.....

Please return this form to the school office.

**Brynhafren C.P. School.**

**Acceptable Use Policy for Brynhafren C.P. School**

Our school website will not include:

- Photographs of individual children (use only group or whole class photographs with very general labels such as ‘a science lesson’ or making Christmas decorations’)
- Personal details or names of any child or adult in a photograph
- Personal email/postal addresses, telephone/fax numbers.

**Rules governing use of E-mail.**

Pupils shall not:-

- Use racist, sexist or otherwise offensive or threatening language in the sending of e-mail messages.
- Attempt to impersonate other e-mail users.

**Rules governing use of the Internet**

Pupils shall not:-

- Attempt to access any undesirable materials.



## Parent Consent Form

Please complete and return this form to the Headteacher, Brynhafren School.

ف I am the parent or carer of .....

ف I understand that the school will take all reasonable steps to ensure that my child uses the school's internet and electronic mail services for appropriate purposes.

ف I understand that no filtering system can guarantee to be 100% effective all the time and that there may be occasional instances of misuse by some pupils.

ف I understand that my child will be held accountable for his/her use of the internet and electronic mail services and that deliberate misuse will be treated as a serious breach of school rules and reported to me.

ف I give my permission for my child to use the Internet and electronic mail services in the school.

ف I give permission for my child's photograph or work to be used on the school website providing that he/she is not identified.

Signed..... Date:.....

## Pupil Consent Form

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the Internet in a responsible way and observe all the restrictions explained to me by the school.

Pupil signature..... Date.....

### **Fair Processing Notice: What the School, Local Education Authority and Government does with Information it Holds on Pupils**

#### Subject

This leaflet tells you about what the National Assembly for Wales, **Powys Local Education Authority** (LEA) and Brynhafren C.P. School does with your or your child's personal and performance information (data).

#### The collection of personal information

The school collects information about pupils and their parents or legal guardians when they go to a new school, they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The LEA and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

#### The use made of this personal information

The **National Assembly for Wales** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) or [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The **LEA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example;

1. the provision of educational services to individuals;
2. monitoring and reporting on pupils' educational progress;
3. the provision of welfare, pastoral care and health services;
4. the giving of support and guidance to pupils, their parents and legal guardians;
5. the organisation of educational events and trips;
  - planning and management of the school.

#### Organisations who may share personal information

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

6. other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
7. bodies doing research for the National Assembly for Wales, LEA and schools, so long as steps are taken to keep the information secure;
8. central and local government for the planning and provision of educational services;
9. social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
10. various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

## Personal information held

The sort of personal information that will be held includes;

1. personal details such as name, address, date of birth, and contact details for parents and guardians;
2. information on performance in internal and national assessments and examinations;
3. information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
4. details about pupils' immigration status (this is used only to prepare summary statistical analyses);
5. medical information needed to keep pupils safe while in the care of the school;
6. information on attendance and any disciplinary action taken;
7. information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

## Other information

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

## Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
11. the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
  12. the right to ask for wrong information to be put right;
  13. the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;

14. in some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

### Seeking further information

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

15. your child's school on 01686 626337;

16. your LEA on **01597-826455**;

- **the National Assembly's data protection officer at, The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ;**
- the Information Commissioner's office help line can be contacted on 01625 545 745;
- information is also available from [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Brynhafren C.P. School

***Bausley, Crew Green***

***Telephone: 01743 884455***

***E-mail: [office@brynhafren.powys.sch.uk](mailto:office@brynhafren.powys.sch.uk)***

