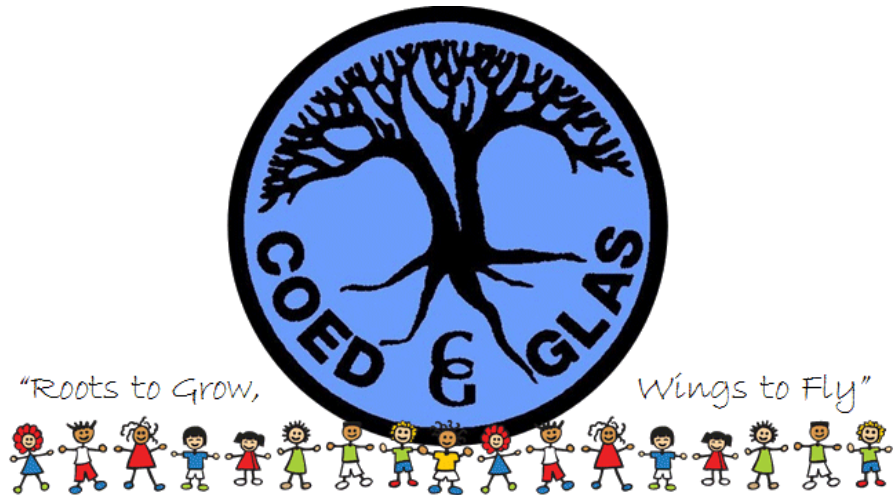


Coed Glas Primary School



Data Protection Policy

DATA PROTECTION POLICY

Policy Statement

This policy outlines how Coed Glas Community Primary School will comply with its responsibilities under the General Data Protection Regulations (GDPR).

This policy covers our acquisition, handling, processing, use and disposal of personal and sensitive data. Coed Glas Primary School collects and uses personal information on current and past pupils, parents, staff, volunteers, governors, contractors, partners and others who come into contact with the school.

This information is gathered in order to enable it to provide Education and fulfil our responsibilities. In addition, there may be a legal requirement to collect and use information to ensure that the School complies with its statutory obligations.

Schools have a duty to inform individuals including parents and pupils of the information that it holds. This information should summarise why it is held and any other parties to whom this may be passed on to. Schools will advise individuals through Fair Processing in concise, transparent, plain language and free of charge.

Purpose

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the General Data Protection Regulation (GDPR), and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to these guidelines.

What is personal data?

Personal information or data is defined as data that relates to a living individual who can be identified from that data, or other information held as defined within the GDPR. Personal information will be used in line with all General Data Protection Regulations.

Personal data is any information about a living person including their name, address, phone number, online identifier (e.g. IP address), school activities, attendance record, bank details and/or financial information, additional learning needs, attainment, images, references, or expressions of opinions about them.

Sensitive personal data is any information about a person's physical or mental health, their political or religious beliefs, ethnicity, sexual orientation, trade union membership, criminal offences or alleged offences and any proceedings.

General Data Protection Regulation (GDPR) Principles:

The GDPR establishes six enforceable principles that must be adhered to at all times in that information must be:

1. Processed fairly, lawfully and in a transparent manner
2. Collected for specified explicit and legitimate purposes and not further processed in a manner that is incompatible for those purposes.
3. Adequate relevant and limited to what is necessary in relation to the purpose for which it is processed
4. Accurate and where necessary kept up to date
5. Kept in a form that permits identification of data subjects for no longer than necessary for purposes that which the personal data is processed
6. Processed in a manner that ensures appropriate security of the personal data

The School is committed to maintaining the above principles at all times. Therefore, the school will:

- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and the accuracy of the information it holds
- Ensure that information is not retained for longer than is necessary
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Right of Access, right of rectification, right to erasure, right to restrict processing, right to data portability and right to object
- Ensure our staff are aware of and understand our policies and procedures
- Ensure our staff are provided with adequate training and support

Rights of access to information

There are two distinct rights of access to information held by Schools about pupils:

1. Under the GDPR any individual has the right to make a request to access the personal information held about them.
2. The right of those entitled to have access to curricular and educational records as defined within the Education Pupil Information (Wales) Regulations 2004.

Individual Rights

The GDPR provides the following rights for individuals:

1. The right to be informed

The school will provide concise, transparent, intelligible and easily accessible information about the processing of personal data to individuals via the Privacy Notice. This will be written in clear plain language and will clearly set out how personal data is processed within the school

2. The right of access

The school will provide individuals with access to their personal data and supplementary information; this will be processed as a subject access request. Subject Access Requests will be free of charge and processed in line with the statutory requirements and timeframes.

3. The right to rectification

The school is committed to rectifying personal data if inaccurate or incomplete and notifying any relevant third parties of this.

The school will respond to a request for rectification within one month of receiving the request, if the request for rectification is deemed complex this will be responded to within two months.

If the school cannot take action in response to a request for rectification we will provide a written explanation of this, an individual will then have a right to complain to the schools data protection officer.

4. The right to erasure

The school will consider individual requests for deletion or removal of personal data where there is no compelling reason for its continued processing.

Schools will inform relevant third parties of erasure of personal data; unless it is impossible, or involves disproportionate effort to do so.

5. The right to restrict processing

The school will ensure that data processing is restricted in any of the following circumstances:

- Where an individual's contests the accuracy of personal data until the accuracy is verified
- Where an individual has objected to the processing

- When processing is unlawful
- If the school no longer requires to keep the personal data but the individual requires the data in relation to a legal claim

If data processing is restricted, the school will notify any relevant third parties.

6. The right to data portability

The school will comply with individual requests to data portability free of charge and within one month of receiving the request.

7. The right to object

The school will comply with individuals right to object and will stop processing personal data unless there are compelling legitimate grounds for processing or the processing is in relation to a legal claim.

The school will inform individuals of their right to object at the point of first communication in the schools Privacy Notice.

8. Rights in relation to automated decision making and profiling

The school will not use automated decision making nor profile any individuals.

The school clearly sets out within its Privacy Notice what information we collect/use and why this is relevant.

Subject Access Requests

The school will process all subject access requests and provide a copy of the information free of charge and within one month of receipt.

The school will charge a fee when a request is manifestly unfounded or excessive, particularly if it is repetitive,

Further copies of the information can be provided at a reasonable charge,
If requests are complex or numerous the school has the right to extend the period of compliance by a further two months. The school will notify individuals if this occurs.

If a request is manifestly unfounded or excessive the school has the right to refuse this request, the school will notify the individual and explain why they cannot comply with the request and inform them of their right to complain to the schools data protection officer.

The school will verify the identity of the individual making the request using reasonable means.

Complaints

Complaints in relation to processing of personal data should be addressed to the schools data protection officer.

Review

This policy will be reviewed on an annual basis. The policy review will be undertaken by the Headteacher, or nominated representative.

Contacts

If you have any enquires in relation to this policy, please contact Mr Kevin Hart on 02920 754862 who will also act as the contact point for any requests for personal data.

Further advice and information is available from the Information Commissioner's Office:

www.ico.org.uk

The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 – Helpline is open from 9am to 5pm, Monday to Friday

Email: casework@ico.org.uk

Signed (Chair of Governors) ____Meredith Gardiner____

Date_____

Signed (Headteacher) _Sophie Notley____



Date _Nov 2022_____

Appendix 1: Staff training and Compliance Procedures

- Annual training or on joining school.
- ICO recommends 1 ½ to 2 hours training annually.
- Termly briefings / Compliance reviews.

Training Agenda

- Policy introduction / review
- Staff INSET

Content for discussion / compliance:

- Lock personal documents away and keep the key secure
- Clear desk and work area of information when you leave the room.
- Ensure that when any information is passed to a third party, they are aware of safe storage of this information.
- When leaving your laptop / computer / device momentarily, lock your machine or log out in order to prevent unauthorised use of your machine.
- Lock laptops away when not in use or use a Cable lock if it is to remain on your desk.
- Protect your computer with encryption software
- Change passwords regularly and use lower, upper case and numbers.
- Use encrypted storage devices.
- Store removable media securely.

Working at Home

- Follow risk assessments.
- Be aware of your obligation to ensure home equipment is proven to be secure.
- Satisfy yourself that in the unfortunate event of the computer being lost or stolen the information held on the computer cannot be extracted.
- Ensure that any email or online storage containing personal data is secure and that the physical data storage and servers are located within the EEA
- Don't post information on the wall if it is visible through a window.
- Don't post information or have information visible to any person(s) who should not see it such as in a staff room where a pupil or other individual may visit.
- Don't leave information on view in a car/at home/public transport.
- Don't give out information to a person (even over the phone) without independently verifying this person's identity and their right to the information.
- Don't leave a laptop unattended or allow unauthorised people to use the laptop.
- Don't share passwords, write them down or save them in web browsers.
- Don't use obvious passwords such children's or pet's names.
- Don't leave discs in a car/handbag/pocket or use non encrypted removable media (USB, CD-RW, etc).
- Don't send emails to a personal computer at home unless that computer is encrypted.
- Don't allow family members to access the personal information being held.

Online Security

- Do ensure your device is updated regularly with security software.
- Do respond appropriately to onscreen warnings but note that a warning on the screen may actually be a harmful website imitating a security message. If in doubt, don't click and seek advice from ICT services or a senior colleague.
- Do report incidents of phishing. (emails which request personal information)
- Ensure that information sent/received via email and through online platforms is with trusted users only, with the use of official domain email addresses only, ie. user@cardiff.gov.uk. This will minimise the risk of information being sent to the wrong recipient in error.
- Don't install software without having it approved.
- Don't download files or programs if you cannot first verify the source.
- Don't click on links in unsolicited emails, especially if the email requests confirmation of personal information such as passwords.
- Don't turn off any built-in email security measures i.e. Spam filters.
- Don't email sensitive information such as pupil spreadsheets, unless encrypted.
- Don't bypass security measures by emailing personal information to another non- secure computer.

Pupils

- Pupils will be made aware of the school's password policy in ICT, PSHE and e-safety lessons, through the use of posters placed around the school and through the Acceptable Use policy.

CCTV

CCTV is only used for access screening to main doors/gates, communal public and office spaces and security of site.

Photographs/Media Images of Children

- The Data Protection Act does not prohibit taking photographs of the children by family members, such as parents, grandparents and carers.
- In regards to the Data Protection Act, it is acceptable for parents to take photographs during the school sports day or music concert.
- Consent is obtained from all parents/carers prior to the school taking photographs. Parents are informed that photography for media/social and/or promotional purposes occurs and that they should advise the head teacher if they wish their child to be excluded from these activities.
- Under the DPA 1998, individuals have rights in relation to the use of their photo, the most relevant being their right to withdraw consent to its publication at any time and their right not to have it used for any purpose other than that stated clearly on the consent form, e.g. display on the Web site, use in promotional literature etc.
- Pupils' names should not be included in any photograph that may be accessed by the public.

Appendix 2 - Admissions Policy

December 2022

Dear Parent/Carer,

Croeso i Ysgol Gynradd Coed Glas - Welcome to Coed Glas Primary School. This pack contains all of the information that you will need to prepare yourself and your child for a fun and successful first day in school. Please take the time to read and respond to the information carefully, so that we can do our best in meeting your child's needs.

To ensure that the admissions process is as smooth as possible, please sign and return all appropriate forms required at your earliest opportunity. These must be completed prior to your child's first day. If you have any queries or you would like some support, please contact the school office in the first instance, either by [email](#) or on [02920 754 862](tel:02920754862).

We look forward to seeing you soon and welcoming you as part of our Coed Glas community.

Yours Sincerely,



Mrs S Notley
Acting Headteacher



Miss N Shapley
Acting Deputy Headteacher
Designated Safeguarding Person

PUPIL DETAILS

CHILD’S PERSONAL DETAILS

Surname:	Firstname:
Middle Name(s):	Chosen Name:
Date of Birth:	Gender:
Address:	Postcode:

CHILD’S NATIONALITY

Was your child born outside of the United Kingdom?	☐ YES	☐ NO
<i>If yes, please provide the following:</i>	DATE OF ARRIVAL IN UK COUNTRY OF BIRTH	
☐ REGARDLESS OF MY CHILD’S NATIONALITY, I UNDERSTAND THAT IT IS A REQUIREMENT FOR THE SCHOOL TO SEE MY CHILD’S BIRTH CERTIFICATE. I CONFIRM THAT I WILL PROVIDE THIS IN PERSON AT THE EARLIEST OPPORTUNITY AS FAILURE TO DO SO MAY DELAY THEIR START.		

CHILD’S PREVIOUS SCHOOL DETAILS

Name of previous school/nursery/playgroup	☐ Not applicable
	Date Started: MMM / YYYY
	Date Finished: MMM / YYYY
Address:	Tel:
Has your child ever attended school outside of the UK?	☐ YES ☐ NO
	Date Started: MMM / YYYY
	Date Finished: MMM / YYYY
Has your child previously been a pupil at Coed Glas	☐ YES ☐ NO
<i>If yes, when did they leave?</i>	MMM / YYYY
Does your child have any brothers or sisters at the school?	☐ YES ☐ NO
<i>If yes, please provide the details of the <u>eldest</u> sibling:</i>	NAME DOB

PARENTAL CONTACTS

PRIMARY CONTACT (Priority 1 in an emergency)

Relationship: ☐ Mother ☐ Father ☐ Carer ☐ Other: _____

Surname:

Firstname:

Title:

Parental Responsibility? ☐ YES ☐ NO

Address:

Postcode:

Mobile Tel:

Email:

Home Tel:

Work Tel:

SECONDARY CONTACT (Priority 2 in an emergency)

Relationship: ☐ Mother ☐ Father ☐ Carer ☐ Other: _____

Surname:

Firstname:

Title:

Parental Responsibility? ☐ YES ☐ NO

Address:

Postcode:

Mobile Tel:

Email:

Home Tel:

Work Tel:

OTHER EMERGENCY CONTACT (Priority 3 in an emergency)

Relationship: ☐ Mother ☐ Father ☐ Carer ☐ Other: _____

Surname:

Firstname:

Title:

Parental Responsibility? ☐ YES ☐ NO

Address:

Postcode:

Mobile Tel:

Email:

Home Tel:

Work Tel:

OTHER EMERGENCY CONTACT (Priority 4 in an emergency)

Relationship: ☐ Mother ☐ Father ☐ Carer	☐ Other : _____
Surname:	Firstname:
Title:	Parental Responsibility? ☐ YES ☐ NO
Address:	Postcode:
Mobile Tel:	Email:
Home Tel:	Work Tel:

OTHER EMERGENCY CONTACT (Priority 5 in an emergency)

Relationship: ☐ Mother ☐ Father ☐ Carer	☐ Other : _____
Surname:	Firstname:
Title:	Parental Responsibility? ☐ YES ☐ NO
Address:	Postcode:
Mobile Tel:	Email:
Home Tel:	Work Tel:

DECLARATIONS

CHILD'S MEDICAL NEEDS

Your child's class teacher should be your first point of contact relating to routine matters, however, if your child develops a medical need at a later date, you are encouraged to contact the school directly via [email](#).



Ysgol Gynradd Coed Glas Primary School
First Aid and Medical Needs Team



DECLARATION OF PUPIL MEDICAL NEEDS

This form must be completed by the parent/carer of ALL pupils at Coed Glas Primary School and is to be retained by the school. In the interest of meeting the medical needs of all pupils, the details will be recorded onto a secure central database, which all staff will have access to. Where appropriate, this information will be shared at a whole-school level.

Class of (The year they will leave Coed Glas)	Surname	First Name	DD	MM	YY	Gender
---	---------	------------	----	----	----	--------

Does your child have any medical needs?

Please specify below and continue on another sheet if necessary.

NO **YES**

↓

Tick:

Please provide as much detail as possible, including medication and the dosage where appropriate.

Prescribed Medication		Allergies and Intolerances					Managed and Medicated Needs			Impairments				Neurological					Non-Medicated Needs / Other
EPI PEN	Anti-Allergy Medication	NUTS	SEAFOOD	EGGS	DAIRY / LACTOSE	Other	DIABETIES	ASTHMA	Medicated Other	Hearing Loss	Visual	Physical	Other	ADHD	Epilepsy	ASD	Mental Health/Wellbeing	Other	

I _____, Parent/Guardian of the above named pupil, agree to the following:

- ☐ I consent to the school administering emergency medical treatment should it be necessary.
- ☐ I understand that it is my responsibility as parent/guardian to inform the school of any changes to his/her medical needs, and that I can do so by replacing this form with a new one (available from the school office).
- ☐ I understand that it is my responsibility as parent/guardian to provide the school with the necessary information to meet his/her medical needs, as provided to me by healthcare professionals.
- ☐ I understand that the school will only administer medication which has been prescribed specifically to my child, and that it will only be given in accordance with the prescription/label.
- ☐ I understand that any medication which I ask the school to administer must be in-date and accompanied with the specific form of consent (available from the school office).
- ☐ I understand that where an 'Individual Health Plan' is in place, it is vital that I communicate with my child's class teacher to ensure that all precautions and plans meet the medical needs of my child.

Signed _____
Date _____

CHILD'S REGISTERED HEALTH PROFESSIONAL

Doctor's Name:

Tel:

Surgery Name:

CHILD'S NEEDS

☐ My child has Additional Learning Needs that have been recognised by professionals.

Please provide details where appropriate:

☐ I am ☐ I am not concerned about my child's academic progress/ability.

☐ I am ☐ I am not concerned about my child's social and emotional development.

☐ I am ☐ I am not concerned about my child's health and wellbeing.

Please provide details where appropriate:

CHILD'S DIETARY NEEDS (RELIGIOUS OBSERVANCE)

Please indicate if any of the following apply to your child:

☐ Vegetarian

☐ Halal

☐ Kosher

☐ Ramadan

☐ Other:

IMPORTANT - if your child requires a therapeutic school meal, you **must** apply through [Cardiff Catering Services](#).

CHILD'S RELIGION (please tick only one)

☐ Christian (all denominations)

☐ Buddhist

☐ Hindu

☐ Muslim

☐ Jewish

☐ Sikh

☐ No religion

☐ Any other religion, please specify: _____

HOME LANGUAGE *(please tick only one)*

- | | | | |
|---------------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| ☐ Arabic | ☐ Bengali | ☐ Cantonese | ☐ Czech |
| ☐ English | ☐ Gujarati | ☐ Hindi | ☐ Punjabi |
| ☐ Polish | ☐ Portuguese | ☐ Urdu | ☐ Welsh |
| ☐ Other: _____ | | | |

NATIONAL IDENTITY *(please tick only one)**(these groups have been taken from gov.uk)*

- | | | | |
|----------------------------------|--|---|-----------------------------------|
| ☐ Welsh | ☐ English | ☐ Northern Irish | ☐ Scottish |
| ☐ British | ☐ Other (please specify): _____ | | |

ETHNICITY *(please tick only one)**(these groups have been taken from gov.uk)***White**

- | | |
|--|---|
| ☐ Welsh / English / Scottish / Northern Irish / British | ☐ Any other White background (please specify): _____ |
| ☐ Irish | |
| ☐ Gypsy or Irish Traveller | |

Asian / Asian British

- | | |
|--------------------------------------|---|
| ☐ Indian | ☐ Any other Asian background (please specify): _____ |
| ☐ Pakistani | |
| ☐ Bangladeshi | |
| ☐ Chinese | |

Black / African / Caribbean / Black British

- | | |
|------------------------------------|---|
| ☐ African | ☐ Any other Black background (please specify): _____ |
| ☐ Caribbean | |

Mixed / Multiple ethnic groups

- | | |
|--|--|
| ☐ White and Black Caribbean | ☐ Any other Mixed / Multiple ethnic background: _____ |
| ☐ White and Black African | (please specify): _____ |
| ☐ White and Asian | |

Other Ethnic Group

- | | |
|-------------------------------|---|
| ☐ Arab | ☐ Any other ethnic group (please specify): _____ |
| | _____ |

GDPR STATEMENT

Under GDPR we have a responsibility to inform you of how your child's personal data is being processed. Statutory processes are required by the school and by Government and Local Government Regulatory bodies; as such consent is not required in these circumstances. For your information only, below is a list of some of the statutory information the school is required to hold and some of the data processors/third parties we use to facilitate this. It is not an exhaustive list:

Data Processor	Description
SIMS and SIMS Teacher App	Pupil information: Name, Date of Birth, Address, Ethnicity, Dietary and Medical needs. Parents Emergency Contact Details: Name, Address, Contact Numbers, E-mail
Medical and Care Plans	Details of your child's medical and care needs are held in their classroom, the staffroom and on their main school file. These plans are shared with all relevant professionals in the school
Third Party Educational Software	Online assessment tools used by the school to assess and record pupil progress.
The 'School Tracker' (internal) and other related documentation	The school's system for recording each child's academic progress, test scores and attendance
My Concerns (The Safeguarding Company)	This is an online database used to record safeguarding concerns.
SchoolApp	Messaging service used to disseminate relevant class and whole school information, including emergency procedures.
Cardiff Catering	Catering providers. Details of pupil's special dietary requirements are provided to these companies to meet health and dietary requirements.
Hospital Education and High School	SIMS information is provided to Hospital Education if your child requires an extended stay in hospital. Children moving to a new school will have personal information shared with the new school prior to attendance.
Local Authorities	Information shared with ALN Department and other relevant statutory Local Authority Officers.
Welsh Government	A Government Department
Estyn	Education Regulatory Body

NHS	Partner therapeutic and Health Providers to deliver curriculum provision, adhere to safeguarding requirements and fulfil statutory obligations, e.g. Healthcare plans
Social Services	To fulfil safeguarding requirements
Support Services	For example, insurance, IT support, information security to enable them to provide the service we have contracted them for.
Images	Images will be used within school for various purposes to support curriculum, health and welfare and safeguarding protocols. These will be restricted to classroom information boards and will be taken off-site on outings where required.

There may also be occasions where we ask for additional consent to share data, the following are examples of when this may occur. We will always seek your permission in these circumstances. This is for information purposes only and is not an exhaustive list.

Data Processor / Process	Description	Consent
Third-Party Educational Providers	After school clubs. Additional consent will be sought if/when your child is attending. Children's names and age are required for registration purposes.	Consent will be obtained prior to event
Llanishen Leisure Centre	Swimming. Additional consent will be sought if/when your child is attending. Children's names and age are required for registration purposes.	Consent will be obtained prior to event
Third-Party Educational / Activity Providers such as Storey Arms/Llangrannog	Residential visits. Additional consent will be sought if/when your child is attending. Children's names, age and medical needs are provided	Consent will be obtained prior to event
Cardiff Transport Services	Taxi company; addresses are provided to the company when transporting pupils.	Consent will be obtained prior to event
Respite Carers	Individuals or Care Agencies providing respite support for pupils. Information such as care plans or behaviour plans may be shared for	Consent will be obtained prior to event

	consistency of approach. Additional consent will be obtained.	
Welfare Services / Social Services	Personal information will be shared with Multi Agency Safeguarding Hub (MASH) where families have requested additional support from Social Care. Additional consent will be obtained.	Additional consent will be obtained prior to referral.
Additional Health and Support Services	Referrals to for example, Educational Psychology, Behaviour Support, Occupational Therapy, Speech and Language Therapy,	Additional consent will be obtained prior to referral.

PARENTAL CONSENT

GDPR

We also have a responsibility to inform you of the use of non-statutory data processors / processing and to obtain consent for their continued use. Please indicate below if you consent to the following use of personal data:

Data Processors / Processes	Description	Consent Yes	Consent No
SchoolApp ClassDojo SeeSaw	These are essential online Communication Apps used to share information with parents/carers. This can include posting content (videos, photos, notes, files, voice recordings) from school to parents – class, curriculum and “Whole School” information/announcements.		
Use of images (including video)	INTERNAL (SCHOOL) USE , such as displays, pictures in books and portfolios		
	EXTERNAL USE such as the school website, Twitter accounts, newsletters, prospectuses, flyers, leaflets, brochures, presentations, trusted third-party media		

PARTICIPATION IN ACTIVITIES AND TASKS

Under the supervision and direction of school staff, I give my permission for my child:

[] to use the internet and digital devices in line with the school’s acceptable usage policy, including Hwb.gov.uk and other school digital learning platforms as appropriate, in support of his/her learning.

[] to take part in practical activities in support of his/her learning, health and wellbeing, such as food preparation/cooking and tasting activities, sporting activities, games, forest school activities and practical activities, involving equipment, tools and utensils appropriate to the task.

[] to take part in trips and other supervised activities/sporting events off the school premises.

FIRST AID / ACTION IN THE EVENT OF AN EMERGENCY

[] I give my permission for my child to be given first aid by the school staff, and if appropriate, given urgent/emergency medical treatment by healthcare professionals whilst under the care of school staff.

[] In the event that my child needs urgent/emergency medical treatment, I consent for the school staff to act on my behalf in my absence and take him/her to an appropriate healthcare setting (ie. the University Hospital of Wales, Cardiff) by vehicle if the following conditions apply,

- The ambulance service has been called but they are unable to provide a timely response, or
The ambulance service has asked that we make ‘our’ own way to A&E

and

- I am unable to pick up my child and take them myself in a timely manner, or
The school has been unsuccessful in reaching any of the emergency contacts.

TOILETING AND CONTINENCE NEEDS

At Coed Glas Primary, we ensure that we meet the needs of all of our children in our care. At times, children people may require some assistance with changing if for example, he/she has a toileting accident, gets wet outside, or has vomit on his/her clothes etc. If you have any questions, please see the class teacher. A copy of the school's policy for managing continence needs including changing and toilet training are available on the school website.

To meet continence needs at Coed Glas, staff will:

- Adhere to our 'Toileting and Continence Needs Policy' to safeguard the rights and dignity of our children.
- Provide a suitable changing area so that the child's needs are met with sensitivity and privacy.
- Intimate care will be given only by school staff. School staff are trained in procedures to safeguard both themselves and the child.
- Provide clean toilet areas that have properly maintained supplies at all times of warm and cold water, soap, hand drying facilities and toilet tissue.
- Value and respect the welfare of its students by fulfilling their right to go when they need to,
- Suitable toilet facilities for a range of users, including pupils with disabilities and special needs, with adequate lighting, fixtures and fittings.
- Implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness, throughout the school day.

[] I give my permission for Coed Glas staff to provide continence care for my child, should the need arise in line with our Continence & Toilet Training Policy.

PARENT/CARER DECLARATION

I confirm that the information that I have entered in this document is true and accurate and that I will inform the school of any changes at the earliest opportunity.

Name of Parent/Carer: _____

Signature of Parent/Carer: _____

Date: _____

COMMUNICATION

HOME-SCHOOL COMMUNICATION METHODS

There are a number of ways to keep in touch with us.

How private is this method?



Find Information

Please see the school website www.coedglasprimary.co.uk to find information about the school and navigate to the class pages to see what your child will be learning about this term! There's lots of useful information



Receive Information

Please download The SchoolApp, to receive important broadcast messages from the This the replacement to paper letters. It's available FREE as an app for both [Android](#) and [Apple](#).

is



Social Networking (and a chance to celebrate!)

You can see what's been happening in your child's class, by following @CoedGlas on Twitter. There are also lots of other accounts which you may be interested in following. free to share photos/videos of work completed at home, we'll try to show them in class you tag us)!



Feel (if



Direct Messaging

We use [Class Dojo](#) to ensure that we acknowledge and reward positive behaviour in Coed Glas. It's a great tool which connects pupils, teachers and parents together in one place. Simply download the FREE App on your device(s) and use the code provided by your child's teacher to connect. Once signed up, you will be able to see in real time when your child receives points. You can also message your child's teachers(s) directly and securely.



Class teachers also have email addresses which you are able to use, if more appropriate. Please speak with your child's teacher to find out what their address is, or send it to [Front Desk](#), marked "For the attention of..."

Urgent Contact and Emergencies

You are able to call the school on [02920 754 862](tel:02920754862) during office hours, alternatively you can email the [Front Desk](#), where a member of the admin staff will be able to assist.



UNIFORM

Policy and Ordering

You may access the uniform policy along with others online, via our website www.coedglasprimary.co.uk.

YC Sports supply Coed Glas uniform and can be found store and [online](#). For more information, please call 02920 237 968 or check out their [Twitter page](#).

PAYMENTS

Parent Pay

We are pleased to inform you that in conjunction with Cardiff Council, Coed Glas Primary has introduced an online payment system for school meals, meal selection and other school activities.

Online payments will be made via [ParentPay](#). The ParentPay website is used by thousands of parents across the country and is very secure and reliable, the meal selection is also on ParentPay and can also be accessed under the tab 'view/make bookings'.

Parents wishing to pay by cash should contact the [school office](#) to request the option of paying via [PayPoint](#), where you can pay at any store displaying the PayPoint logo. Please note that it can take 48 hours for these payments to be processed, (whereas ParentPay is immediate).

Free School Meals

Children who are eligible for Free School Meals are asked to activate their account with ParentPay but will only have to register and pre-order (no payment due). Please contact the [Family Liaison Officer](#) if you are unsure whether you are eligible.

Breakfast Club

Coed Glas Primary offers the 'Fresh Start' breakfast club. Please contact the [Family Liaison Officer](#) if you wish to find out more.

DOCUMENTATION

Prospectus and Policies

You can access our [school prospectus](#) and [policies](#) via our website.

Address:
YC Sports
86-90 Crwys Road
Cathays
Wales
CF24 4NP
02920237968



&
156 Cowbridge Road East
Canton
Cardiff
CF11 9ND
02920220246



&
(YC Sports Schoolwear)
5 Penlline Road
Whitchurch
Cardiff
CF14 2AA
02920693653



in

COED GLAS COMMUNITY

Parent Teacher Association

You are welcome and encouraged to contact pta@coedglasprimary.co.uk to engage with our PTA. They also have an official account on Facebook and Twitter using the handle @CoedGlasPTA.

Parent Discussion Group

Our Family Liaison Officer regularly holds PDG meetings, and can be contacted via flo@coedglasprimary.co.uk.

Cardiff Schools Information

Local Authority

You are welcome to find out more information about [Cardiff Schools](#), by clicking on the the following links,

- [Term Dates](#)
- [School Meals Information](#)
- [Free School Meals](#)
- [Additional Learning Needs](#)
- [FAQs](#)





COED GLAS PRIMARY SCHOOL

Tŷ Glas Avenue, Llanishen, Cardiff, CF14 5DW
frontdesk@coedglasprimary.co.uk
029 2075 4862

Acting Headteacher: Mrs Sophie Notley



December 2022

RE: APPLICATIONS FOR FREE SCHOOL MEALS

Dear Parent/Carer,

We have noticed that the number of children receiving free school meals has reduced this year. We are not sure why this has happened, but would like to remind all parents and carers about how free school meals can be claimed. If you think you may be entitled we can help with applications. Please call the school office on 02920 754862 and/or speak with Mrs Belcher who will help with the completion of the forms. Parents/guardians can now also apply for Free School Meals online using the link on the Cardiff Council website:

www.caerdydd.gov.uk/prydausgolaiddim

www.cardiff.gov.uk/freeschoolmeals

All families may apply for free school meals if they receive any of the following support payments:

- Income Support Income based jobseekers allowance Support under part VI of the Immigration and Asylum Act 1999
- Income related Employment and Support Allowance Child Tax Credit, provided they are not entitled to Working Tax Credit and their annual gross income does not exceed £16,160
- Guaranteed element of State Pension Credit Working Tax Credit 'run on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Claiming free school meals has a number of benefits:

- Your child is entitled to a warm and nutritious meal on any day that food is ordered
- Your child is entitled to a bursary to help with costs towards residential visits
- Your child is entitled to a bursary to support music tuition in school
- The school benefits from additional funding from Welsh Government (even if your child does not choose to have a meal provided by the school kitchen)

Please contact the school if you require further help with the free school meals process.

Yours sincerely,

Mrs S Notley
Acting Headteacher

Appendix 3: Data Mapping

What data?	Where is the data?	Why is the data kept?	Where does the data come from?	Permission
<u>Children</u> Name, DOB, address, phone number, UPN, parent/carer information, HWB email addresses & passwords, Big Maths passwords, See-Saw passwords, assessment data, ALN information, support & involvement of outside agencies information, EFS status, associated PPN reports	SIMS Dewi My Concerns Pupil passwords & email addresses are kept on the school Google platform. Hwb Classfiles kept in lockers. Teacher laptops Sensitive files stored in locked cabinet in DH office.	Contact. Safeguarding. Overview of user names and passwords used. Monitoring sustained progression.	Parents LEA Welsh Government Other schools Assessment Children's services	Consent
<u>Employees</u> Name, email, phone number, DoB, address, bank details, employment details including DBS, emergency contact.	SIMS Digigov Finance system Payroll system	Contact Pay & contract Emergencies	Employees	Contract of employees
<u>Parents</u> Name, email, phone number, DoB,	SIMS	Contact Emergency information & updates.	Parents	Consent
<u>Governors</u> Name, email, phone number, address	HT computer files	Contact	Governors	Granted by governors.

