



[Blackheath Primary School](#)

**Prospectus
2026/2027**



Blackheath Primary School
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WELCOME

On behalf of the Governors, staff and pupils, we are delighted to welcome you and your child to Blackheath Primary School.

This Prospectus has been put together to help you gain an understanding of how our school is organised, and to appreciate the exciting opportunities on offer to children in our care. All schools have their own distinctive ethos which makes each one unique. We believe that our ethos at Blackheath Primary is due to our caring and friendly atmosphere. Our school continues to develop in many exciting ways, providing an even more enriching experience for our pupils, year on year.

All the staff aim to provide a happy working environment and an exciting and inspiring curriculum. We believe everyone in our School is important and special, and that children will learn best when they feel secure and happy. As citizens of the future, they must be made aware of the vital contribution they can make to society. We want our children to reach their potential and become 'well rounded' and 'well adjusted' adults.

We have high expectations and want every child to reach his/her full potential. The school was last inspected by Ofsted in April 2026 where we secured the expected standard or above in all areas. The report can be found by using the QR code at the end of the prospectus. This can only be retained by working together with you, your children and the community.

We look forward to welcoming you to our school, and to a happy and successful partnership with all of our new children and families.

Mr Hytch
Headteacher

OUR VISIONS, AIMS AND VALUES

VISION

Our vision for Blackheath Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners;

'The development of the whole child is at the heart of everything we do'.

OUR ETHOS

We believe our school will nurture all individuals in their journey to achieve their full and unique potential. We are proud of our school and we work extremely hard to ensure that the development of the whole child is at the heart of everything we do. Every child has the opportunity to undertake a range of learning experiences through our rich and varied curriculum. We are aware that our pupils have varying interests and strengths, which will influence the way they learn and develop their independence.

AIMS

Blackheath Primary School promotes a positive and welcoming environment that nurtures excellence through strong teaching and learning. We aim;

- ❖ To provide a safe, secure and stimulating environment in which all members of the school community achieve their full potential.
- ❖ To encourage social maturity and promote the school's values for life inside and outside of school, including the digital world.
- ❖ To celebrate the individual successes within the school.

We want our school to be a place where everyone is happy and enjoys their learning experience.

VALUES

We expect EVERY member of the school community to show RESPECT at all times. **Please take time to learn these and discuss these with your child before and during your time with us.**

- R** - RESPONSIBILITY (Everyone's)
- E** - EMPATHY (Show understanding)
- S** - SMART (Appearance in everything)
- P** - POLITENESS (Be polite at all times)
- E** - EMPOWER (Let me learn/lead for myself)
- C** - CARE (Show you care about yourself, each other and your environment)

ABOUT OUR SCHOOL

The school building is modern, spacious and on two levels, allowing excellent access to all pupils and adults. We have an additional building on the school site called 'Littleheath' for our Nursery children. We benefit from a large hall, a well-equipped library and interactive corridor spaces. We have extensive grounds with hard surface areas, a spacious playing field, playground apparatus, children's outdoor gym, school Peace Garden, Multi Use Games Area, Edible Garden, McElwee Meadow and a Forest Schools area.

ORGANISATION

Children in Nursery access morning or afternoon sessions (mornings: 8.30-11.30am, afternoons: 12.30-3.30pm). We also offer a number of fulltime places, 30 hours a week, 8.30am – 3.30pm. Children in Reception and Year 1 to Year 6 attend school full time from 8.50am to 3.20pm. The school is organised into 4 academies.

Year Group	Academy Head/Senior Leader
Nursery and Reception	Academy Head Mrs Horton Senior Leader: Mrs J Morgan
Year 1, 2, and 3	Senior Leader: Mrs Banning
Year 4, 5 and 6	Senior Leader Mrs Edwards

Timings of the school day

- Nursery 8.30am-11.30am (morning) - 12.30am-3.30pm (afternoon)
8.30am – 3.30pm (Fulltime 30 hours) – 11.30am 12.30 – additional fee of £5.00 per day.

Reception to Year 6

- 8.45am School doors open
- 8.50am Registration
- 10.30 -10.45am Break – KS1
- 10.45 -11.00am Break – KS2
- 12.15 - 1.05pm Lunch
- 2.30pm KS1Break (Brain Break/Comfort Break)
- 3.20pm School finishes

OFFICIAL CHANNELS OF COMMUNICATION

PARENT PARTNERSHIPS



We welcome parents and carers into Blackheath Primary School as we are partners in the education of your children. There are many opportunities for parents to become involved in the life of the school and to gain a greater understanding of its work e.g. Governance, volunteering of the Parent Family Association (PFA). Parents' support and expertise can be used in many ways and is greatly valued. DBS checks are carried out on all adults working in school including regular volunteers. If you would like to help, please contact the Schools Business Manager.

COMMUNICATION WITH PARENTS

We use a system called **Arbor** to communicate via email or in app messages. Parents are expected to access the Arbor Parent Portal app, where they can update their children's profiles as well as access information on school life and book parent consultation appointments.

Parents will also use Arbor to make bookings and payments for meals, trips and other activities.

We strongly advise that parents enable notifications on this, to ensure your child does not miss out.

Parents are regularly invited to assemblies and workshops and every year parents can attend our special events such as Sports Day, children's performances and Parents' Consultation Meetings.

Parents can contact school using office@bps.sandwell.sch.uk, or call 0121 559 1033 where the office team will endeavour to deal with your enquiry.

The [School Website](#) has a wealth of information. We encourage parents to join the schools **Facebook page** to keep up to date with school events and extra-curricular activities.

The school has a Home School Agreement to support the partnership between home and school and foster shared dialogue. We ask all parents to read and agree to the Parent Code of Conduct via the Arbor Parent Portal app to ensure positive working relationships.

Staff will always be happy to offer a face to face or telephone meeting with parents and carers to share any concerns. To do this we operate a triage form approach via the school office this is to ensure your requests are dealt with by the appropriate member of staff.

REFERENCES (Passport applications and other official documentation)

From time-to-time staff are asked to be references for official applications, for example passport applications, citizenship applications etc. Unfortunately staff are unable to complete such applications.

PARENT AND FRIENDS ASSOCIATION (PFA)

The PFA exists to support the life and work of the school and is open to all members of the school community. The PFA provides invaluable support to the school through organising many fundraising events involving parents and the wider local community. Money raised provides extra facilities, opportunities and equipment for the pupils. The group hold regular meetings in school. Last academic Year the PFA organised numerous events, including Discos, Mother's Day and Father's Day gifts, a visit from the Animal man, a visit from the Ice Cream man and Treat days to name but a few. If you are interested in joining the PFA please speak to the school office.



GOVERNING BODY

The Governors are representatives of the School Community, including parents, staff and the local community. They take a keen and active interest in the running of the school and, in conjunction with the staff, try to foster a good relationship with the community. The key role of the Governing Board is:

- ❖ To hold the Headteacher to account for the educational performance of the school and its

pupils and the performance management of staff

- ❖ To ensure clarity of vision, ethos and strategic direction
- ❖ To oversee the financial performance of the school and make sure its money is well spent

The Governors meet termly and also meet in committee groups. They are elected for four years from the time of their election. Governors are keen to visit school and meet and hear from pupils, parents and staff on a regular basis in order to support the successful running and governance of the school. All parents are eligible for election to the Governing Body as Parent Governors. This occurs either at the end of a term of office or when an existing parent governor leaves.

If you are interested in becoming a school governor, please contact Natalie Bailey, Business Manager, via the school office.



JOINING THE SCHOOL

ADMISSION ARRANGEMENTS

The Local Authority (LA) is responsible for the control of admissions to Blackheath Primary School (<http://www.sandwell.gov.uk/schooladmissions>).

Blackheath Primary School are responsible for their Nursery admissions. Please contact the school office or visit our website to obtain the relevant form. Nursery places will be allocated in the summer term and will follow Sandwell LA's admission guidance.

APPEALS

Every effort is made to make a place available for your child in our school. However, schools have a limit on the number of children they can take. If a place is not available on application you have the right to appeal to The Local Authority. Appeals are heard by an independent panel.

STARTING SCHOOL FOR THE FIRST TIME

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition a smooth and rewarding one. We have an induction programme

in place for all new children.

MIXING CLASSES

We may mix classes at the end of the academic year in readiness for the new academic year. When classes are mixed, we take into account a number of factors, included but not limited to; the range of ability within the year group, friendship groups, children who are better separated from each other, gender balance and any specific issues that would merit placing a child with a particular teacher. Mixing classes enables children to mix with a wider number of their peers as they make new friendships thus developing their social skills and maximising learning. School will work with parents to ensure at least one named friend is allocated in any class swaps however parents do not have the right to request or demand which teachers they have.



THE CURRICULUM

Our curriculum is driven by the programmes of study set out in the National Curriculum and is carefully planned and sequenced by the key knowledge and skills we feel are the most important for our children to learn. Information regarding these can be found on our [school website](https://www.gov.uk/government/collections/national-curriculum) at or at <https://www.gov.uk/government/collections/national-curriculum>

MATHS

Maths is taught on a daily basis throughout school. Across all year groups, we use a range of concrete manipulatives, models and representations alongside abstract concepts to support learning and help create a visual image to aid understanding. We encourage children to become independent in their approaches to Maths; to lead their own learning and apply investigative approaches; and place an emphasis on their reasoning behind their answers.

Our bespoke curriculum is based on the National Curriculum objectives, Development Matters, White Rose Maths, Mastering Number and NCETM PD Materials.

Reception - Year 3, children complete a daily session of 'Mastering Number' which enables children to develop Number Sense: the ability to understand, relate and connect numbers.

Children with strong number sense think flexibly and fluently about numbers, allowing them to

be able to visualise and talk comfortably about numbers. In lower KS2, we teach the Times Table Fluency program from Number Sense. This is a daily, discrete session which teaches children automaticity within 36 essential multiplicative facts. Children are also expected to know all of their times tables up to 12 x 12 by the end of Year 4. We use Times Table Rockstars to develop this across school and at home as this is part of the school's homework expectations.

PHONICS AND READING

We teach early reading through the systematic, synthetic phonics programme Little Wandle Letters and Sounds Revised. Right from the start of Reception, children have a daily phonics lesson which follows the progression for Little Wandle Letters and Sounds revised programme and this continues in Year One to ensure children become fluent readers.

By the time they reach Year Two, most children will have grasped the phonetic code and will move on to developing stronger fluency in reading which is reading with greater accuracy and an increased pace.

Children in Reception, Year 1 and 2, read fully decodable books with an adult 3 times per week during our 'Reading Practice' sessions. These books are then sent home for a week for children to build their reading fluency and showcase their developing skills and phonetic knowledge to their parents/carers. These 3 reading practice sessions each have a different focus; decoding, prosody and comprehension.

Reading fluency lessons begin in Year 2 and continue in Year 3 and 4. Children beyond Year 3 who need support with their fluency will be supported in a targeted Little Wandle fluency intervention in addition to their whole class reading lessons.

Whole Class Reading is timetabled daily in Key Stage Two for 45 minutes. Teachers carefully select a range of age-appropriate texts for the children based upon language complexity and structures to ensure that the children are challenged beyond their word reading level.

WRITING

Early Years and Year 1 use the *Talk for Writing* approach as the foundation of writing teaching and learning. This enables children to internalise language patterns and text structures through:

- Imitation: learning texts orally through actions, story maps and repetition
- Innovation: adapting known texts to create new meanings
- Invention: applying learned structures and language independently

From **Years 2 to 6**, writing is taught through the **Pathways to Write** programme, ensuring a structured and progressive curriculum that builds *skills, knowledge and confidence* over time.

Our writing curriculum is designed using a text-based approach to help pupils acquire the

necessary knowledge of grammatical structures and text types in an engaging and accessible way. This also helps to provide pupils with the desire to write and apply their knowledge and skills. The texts are carefully selected on the basis of their literary merit and to ensure an appropriate level of challenge. They also relate to our school values and the wider curriculum for each year group.

Spelling sessions are taught daily in Year 1 and 2 through phonics sessions using our Little Wandle Phonics programme. In KS2, spelling sessions are taught 3 x weekly using Spelling Shed.

Kinetic Letters for Handwriting' is used in school from Foundation to Year 6 to teach pupils how to form letters correctly and then move onto learning joined script. Kinetic Letters is a scheme that allows children to learn letter formation through movement. Letters are formed with a distinctive flick on the end, preparing them for joining. The letters are taught through moving their bodies and saying the language as they move and then finally writing using the language.

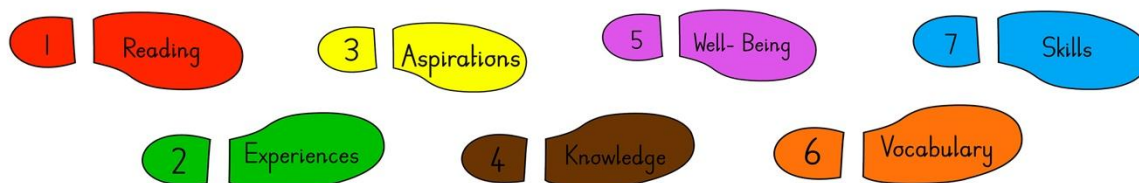
SCIENCE

Science is taught from EYFS to Key Stage Two, typically in weekly lessons. In EYFS, it is planned and taught following the 'Understanding the World' curriculum strand in the EYFS framework. We use the Developing Experts scheme for Science and teachers adapt it to meet the needs of our pupils. The Developing Experts curriculum is based on the statutory requirements of the National Curriculum and is enhanced by industry experts, who link lesson topics to careers in STEM. We feel this widens our children's aspirations and supports their cultural capital by demonstrating how scientific learning relates to the real world and various jobs.

WIDER CURRICULUM

At Blackheath Primary School, we provide a challenging curriculum where every subject is sequentially planned and progressive to build upon key knowledge and skills. We have seven key areas of development which underpin all the children's learning and the implementation of our curriculum. These are known as 'The Seven Steps'. This ensures a consistent, structured approach to implementation within lessons that is clear for staff and children and enables them to connect their knowledge, skills, vocabulary and reading across the wider curriculum

Our Seven Steps are;



1. Reading

Pupils will have a thirst and love for reading. They will regularly read and be read a wide range of classic and popular texts that are age appropriate.

2. Experiences

Trips and experiences are important for our pupils because they help them learn about different cultures and the world around them, which builds their cultural capital. These experiences also prepare them for life in modern Britain by teaching them new skills and ideas that will help them understand and connect with others in a changing world. As part of our curriculum offer they will all experience trips, visits and visitors in every year group and will also have the opportunity to take part in a residential in Key Stage Two.

3. Aspirations

Our curriculum opens pupils' eyes to endless possibilities that prepares them to become future global citizens through our School and British Values, pupil leadership committees and community and career links

4. Knowledge

Each lesson builds upon prior learning and provides pupils with a deep subject knowledge. It develops pupils' talents and interests through additional subject focus weeks which enhances subject knowledge even further.

5. Well being

Our curriculum considers and supports the mental, physical and spiritual health of all of our pupils. Opportunities are provided to promote positive learning behaviours to engage with the curriculum and keep them safe.

6. Vocabulary

Our curriculum explicitly develops and enhances pupils' vocabulary through direct teaching of subject specific vocabulary. In response to our children's needs, our curriculum strives to equip them with the language acquisition for communication.

7. Skills

Our curriculum enables children to acquire, practice and apply skills for lifelong learning. Skills are built upon and enhanced throughout each subject and key stage.

Every term, the children have a 'Memorable Experience' which is an enrichment activity to launch their learning and engage the children; these consist of external visits, workshops and planned in-house activities.

Supporting Knowledge Organisers are sent home each term with detailed information about the key knowledge and skills the children will be learning. A full overview of the curriculum content for each year group is also published on our school website. A wider curriculum policy with further information is also available from the school upon request.

British Values and SMSC are taught both discretely and explicitly through our PSHE curriculum via Jigsaw, school assemblies and various celebrations, supplemented further by Picture news and collective worship. Our children also have access to additional well-being and nurture programmes if needed.

Religious Education

As a Sandwell school, we follow the Sandwell agreed syllabus for Religious Education.

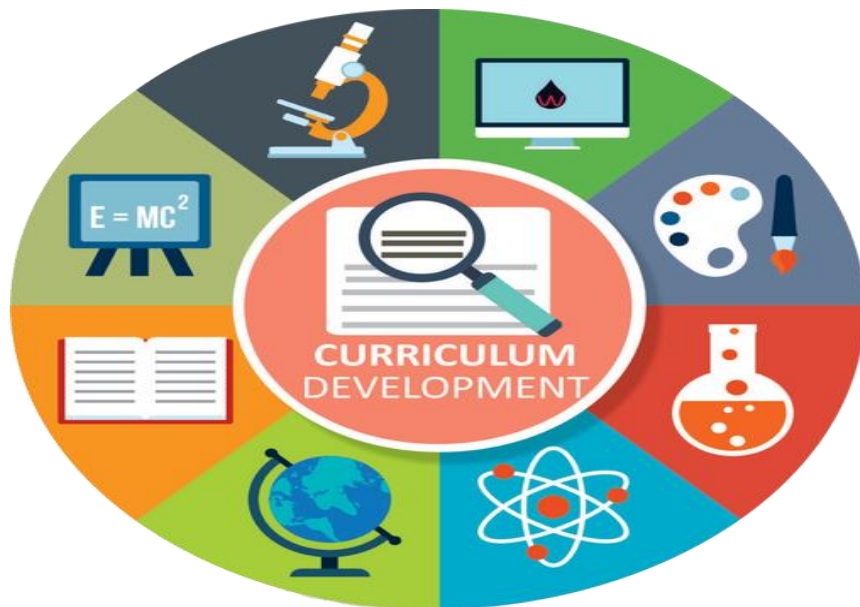
Religious Education is an essential component of a broad and balanced education and is a focal point in the curriculum for work on Spiritual, Moral, Social and Cultural development and British Values. It enables the growth of religious literacy, essential for life in modern Britain and the wider world and is very inclusive for all. Therefore, every pupil on roll in our school has a legal entitlement to R.E, normally provided to every year group in weekly lessons.

Parental rights to withdraw was first granted in 1944 when R.E was called 'Religious Instruction'.

R.E is very different now and explores a range of religions, religious views and non-religious world views, allowing children to reflect and develop their personal knowledge.

If parents wish to withdraw their child from religious education lessons, it is *their* responsibility to arrange a meeting with the headteacher to discuss the reasons for this and how they will be providing their own R.E curriculum for their child.

The school will not support selective withdrawal from Religious Education.



WELLBEING

We are committed to supporting the emotional health and wellbeing of our pupils. We have a supportive and caring ethos and our approach is respectful and kind, where each individual and their contribution is valued. We take the view that positive mental health is everybody's concern and that we all have a role to play.

The school will offer support for pupils who need it through targeted approaches. These may be for individual pupils or groups of pupils via our 'Healthy Minds' programme. These approaches may include:

- ❖ Circle time approaches or 'circle of friends' activities.
- ❖ Targeted use of subject specific resources e.g. bereavement resources.
- ❖ Managing feelings resources e.g. 'worry boxes' and 'worry eaters'
- ❖ One-to-one or group interventions provided
- ❖ Therapeutic activities including art, Lego and relaxation, draw and talk and mindfulness technique
- ❖ 'Happy Days' group intervention for promoting confidence and self esteem
- ❖ Ready Steady Go – a breakfast intervention to provide a positive start to the school day

WHOLE SCHOOL THEMED DAYS/WEEKS

Throughout the year, themed days are woven into the curriculum to extend the breadth and balance of opportunities we offer our pupils. These include – Anti-Bullying Week, Online Safety Day, Arts Week, World Book Day, Culture Week, Sport & Health Week, Chinese New Year, Diwali, Christmas, Easter, Eid, Heritage Day, charity days, career days, British Values Week,

subject focus days, Black History/culture month and others, which are nationally recognised or celebrated.

FOREST SCHOOLS

Forest Schools is a Scandinavian initiative designed to encourage and inspire individuals through an innovative, educational approach to outdoor play and learning in a woodland environment. As a school we are very fortunate in having our own woodland area to deliver the Forest Schools programme.

EDUCATIONAL VISITS

School trips and visits are an integral part of the education of children at Blackheath Primary. Termly 'Memorable Experiences' linked to the children's learning take place for every year group, which can be either in school or off-site trips, aimed at bringing learning alive and providing first-hand experiences.

SPORTS



All children take part in twice weekly PE lessons and after school sporting clubs are offered to pupils. Children in Year 5 benefit from swimming lessons at a local indoor pool. We use Sports Premium to help fund other sporting activities. We also have a children's outdoor gym and Multi Use Games Area on the school field.

Reception children have access to a balance bike programme, teaching children to learn to ride a bike, increasing levels of physical activity and spatial awareness in a controlled environment. KS2 pupils have the opportunity to take part in a Bikeability course and we will be launching a Learn to Ride programme this academic year?

MUSIC



We provide opportunities for children to take part in a wide range of musical activities and performances, where they are encouraged to sing, compose and work creatively as they learn to play instruments. In addition, there are opportunities provided beyond the curriculum for children to showcase their musical skills and talents.

SCHOOL CLUBS

Many after school activities are provided for our pupils during the course of the year. A variety of lunch time activities are also available. The school makes use of outside coaches and providers to extend the range of activities we can offer our pupils. Clubs are open to pupils in Reception to Year 6.

CHILDREN AS LEADERS

We promote and encourage pupils' active citizenship and positive contribution to the school and wider community. We offer lots of opportunities for pupils to take on new responsibilities and be involved in successfully supporting the life and work of the school. These include our Pupil Leadership Team, School Council, Green Hat Thinkers, Sustainability Committee, Maths Champions, Digital Leaders, Anti bullying Steering group, Prefects, Peer Mediators, Junior PCSO, Playground Leaders, Inclusion Champions and Playground Buddies. Pupils tell us that they enjoy the opportunity in rising to the challenge that additional responsibility brings and to volunteer to help make their school an even better place.

ASSEMBLIES & WORSHIP



A rounded programme of daily assemblies/acts of worship, help to promote pupils' spiritual, moral, social and cultural development, and provides clear guidance on what is right and what is wrong. Parents will be invited annually, to year group assemblies.

HOMEWORK



Homework can make an important contribution to a child's progress at school. As well as reinforcing learning in the classroom, homework helps children to develop the skills and attitudes they will need for successful independent lifelong learning.

Weekly activities focus on basic skills to reinforce and consolidate skills taught in class. In addition, children have a half termly 'homework menu' of activities linked to the wider curriculum, from which to choose one activity to complete. This provides an opportunity for children to work creatively with parents or family members.

INCLUSION AND EQUALITY

EQUALITY

At Blackheath Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

SAFEGUARDING

Blackheath Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response.

If you would like to know more about our policy or procedures for Safeguarding, please speak to Mrs Morgan (Safeguarding Lead) or Miss Hill (Parent Support Worker and Deputy Safeguarding Lead). If you have any concerns about the well-being of a child, please inform us in confidence immediately.

SAFEGUARDING – PROTECTING CHILDREN



We have a [Safeguarding Policy](#) which explains how the school works to ensure that children are thriving and safe. We take safeguarding and the protection of children very seriously. If we have any concerns about a child's welfare it is the Headteacher's responsibility to contact Social Services. If you have any concerns about the well-being of a child please inform us in confidence immediately. School is informed through Sandwell's Operation Encompass of any domestic

abuse incidents this enables school to support affected families.

BEHAVIOUR

We believe that children learn best in a well-organised, calm and secure environment where purposeful and self-disciplined behaviour is expected. We want every child in our school to feel confident, happy and safe. Our whole-school behaviour and Values system emphasises praise and rewards to promote and celebrate sustained effort and hard work, and contributions towards the school community. We ask parents and pupils to sign our home school agreement and parents to sign our parent code of conduct, in line with our school RESPECT values.

All forms of bullying and harassment are considered to be unacceptable and are not tolerated within the school environment. All incidents will be taken very seriously and followed up in accordance with our [Anti-Bullying Policy](#). We have been successful in achieving the Platinum Anti Bullying Quality Mark (The second school Nationally).

CATERING FOR THE NEEDS OF ALL CHILDREN - SEND/DISABILITIES

At Blackheath Primary School, we believe that every child is unique and special, and we aim to provide a broad and balanced curriculum for all. We are committed to developing cultures, policies and practices that are inclusive.

We have systems to identify when children have barriers affecting their learning and tailor specific interventions to enable pupils to overcome them. Where children are identified as needing additional learning or behavioural support, the school adheres to the SEND Code of Practice. Through assessments and/or observations a teacher may feel a child needs to be placed on the Special Needs Register. With support from the SENCO, Mrs Morgan, provision is carefully planned alongside parents and professional agencies.

OTHER INFORMATION

PARENT VOLUNTEERS

We welcome parents to work alongside the staff in school and such involvement is invaluable for all concerned. There is an open invitation for parents to let us know when they can come and how they can help. All volunteers working in school are required to have an enhanced Disclosure & Barring Service check.

SCHOOL UNIFORM

What a child wears to school, sets the precedent for learning behaviour. It also portrays the school's ethos and shared positive values, in particular 'Team' and 'Smart'. We have a smart uniform that we expect all pupils to wear.

Boys	Girls
Royal blue sweatshirt White polo shirt Grey or black trousers Plain black shoes (no trainers/sandals) In the summer an alternative of grey or black short trousers can be worn Appropriate cap	Royal blue sweatshirt or cardigan White polo shirt Grey pinafore dress, skirt or shorts Grey or black trousers Plain flat black shoes (no trainers/sandals) White/grey socks Grey, black or blue tights In the summer an alternative of a blue and white checked or striped dress can be worn Appropriate cap



PE & SPORTS KIT

It is essential that your child comes to school in their PE kit on their PE days so that they can take part in their PE lessons which is a compulsory requirement. We would appreciate all families' support with this. Jewellery must not be worn for PE and ear studs should be removed or covered up (parents to provide the plasters/tape). Long hair should be tied back.



Clothing for PE

It is essential that your child comes to school in their PE kit on their PE days so that they can take part in their PE lessons which is an essential part of the curriculum. We would appreciate all families' support with this.

Plain white t-shirt – no branding or logo's

Navy/Black shorts – no branding or logo's

Trainers

Jogging bottoms/Leggings for winter months – no branding or logo's

School Jumper or cardigan

The following items can be purchased directly from Ace embroidery <http://bhps.ace-online.co.uk/catalogue>. A direct link to the website is available on the home page of the school website.

Items can also be purchased at a number of high street shops.

HEALTHY EATING

We are committed to promoting and monitoring healthy food at break and lunch times. All of our menus are compliant with the school food standards. Some of our curriculum topics cover healthy eating and children have the opportunity to cook.

ALLERGIES

We understand that allergies can be serious, and we take all necessary precautions to minimise risks. Our staff are trained to recognise signs of allergic reactions and to respond quickly and appropriately, including the safe use of emergency medication such as EpiPens.

We work closely with families, healthcare professionals, and our school catering team to support children with allergies and make sure clear care plans are in place.

To help us keep everyone safe, we kindly ask that parents and carers:

- Let us know about **any allergies or medical needs** as early as possible
- Avoid sending food items to school that may contain **common allergens**, such as nuts
- Keep emergency contact and medical information **up to date**

SNACK TIME

You may like your child to have a mid-morning snack. We welcome fruit and vegetables, and would ask you not to send your child with chocolate, crisps or sweets of any kind. Children in Reception, Nursery and KS1 are provided with fruit every day as part of the National Fruit Scheme. Toast is available at break time for KS1 and KS2 pupils. This can be purchased via Parent Pay. Please note that we are a **nut free school** and request that parents do not send foods with nuts in, including Nutella.

MOBILE PHONES

Children are not allowed mobile phones in school, unless they are in Year 5 or 6 and walk home by themselves. A form will need to be completed and the mobile phone must be handed in to the class teacher and collected at the end of the day. If children are found to be using their mobile phone on school premises, they may be banned from bringing their mobile phone to school.

WATER

Research shows that our brains need water to stay active and alert. All children are encouraged to bring water into school, in a spill-proof plastic bottle that they can take home at the end of each day to rinse and refill. Drinking water is available in all classrooms. Please ensure water bottles are clearly labelled with your child's name.

SCHOOL MEALS

Schools are legally required to provide meals that comply with the School Food Standards. These standards are intended to ensure that children get the nutrition they need across the whole school day and govern all food and drink on offer within the school. Meals should be booked via Parent Pay and cost £3.00 daily. Please click here to see our [current menu](#).

UNIVERSAL FREE SCHOOL MEALS AND FREE SCHOOL MEALS

All pupils in Reception, Year 1 and Year 2 are offered a Universal Free School Meal. This is not means tested. Although there is no cost, meals still need to be booked daily via Arbor.

When a pupil reaches Year 3, school meals should be paid for, unless your child is eligible for Free School Meals. This award is means tested and parents need to apply using a hard copy or

online form. Please speak to the school office or [click here](#) to see if your child is eligible and apply.

Please note however, that parents shouldn't wait until the end of Year 2 to apply for Free School Meals. Parents can apply as soon as their child starts school in Reception. The school receives funding for Free School Meal pupils and this in turn may directly benefit you when it comes to paying for school trips for example.

Parents can choose not to take-up a school lunch for their child, in which case children should bring a healthy packed lunch into school.

MILK

Milk is offered free of charge to pupils under the age of 5. Milk can be purchased for children 5 and over. Parents must register with 'Cool Milk' [click here](#) to register. Children who are pupil premium are offered milk at lunchtimes.

ARBOR

Payments for items such as dinner money and school trips are made online via Arbor. Using this secure website you will be able to pay online using your credit or debit card. Arbor is the only method of making payments to school, unless you are advised otherwise.

LOST ITEMS

Naming all items reduces the risk of losing anything. Any items of lost property are put in a central 'Lost Property Box' in reception which is put outside of the school office each afternoon - if your child has lost something then please check there. We only keep lost property **for a week** as it is often difficult to identify items that are not named. If it is unclaimed at the end of each week, we donate the items to charity or use them in school where needed.

All children take a reading book and library book home. The reading books are from our newly purchased scheme. If your child does lose their book, we will ask for a contribution of £2.00.

ABSENCE

If your child is unable to attend school or nursery for any reason, please telephone the office at latest, by 9:00am, (Afternoon Nursery 12:45pm) to let us know. Please choose Option 1.

Alternatively you can log your child's absence on Arbor or email attendance@bps.sandwell.sch.uk. If your child has sickness or diarrhoea, we ask that he/she does not return to school for 48 hours as this type of illness can be very infectious. We monitor attendance regularly and may refer children to the Local Authority for poor attendance if school support is not sufficient. To encourage high levels of attendance, school rewards are based around 'Challenge 97%+'. Certificates are awarded to children at the end of the Autumn, Spring and Summer for above 97% attendance; and 100% over the school year; with class attendance celebrated weekly. Should you need support or help with attendance, please contact the school and ask to speak to the attendance officer, Mrs Moyles. Mr Hytch is the designated Attendance Champion.

PUNCTUALITY

The school day begins at 8.45am and we ask that children arrive promptly to ensure a positive start to their learning (8.30am for morning Nursery and 12.30pm for afternoon Nursery). Doors are open at 8.45am and close at 8.50am. Please ensure your child is not late for school. Children who arrive late (after 8.50am) are asked to report to the school office on arrival. Any late attendance is monitored closely for support purposes and recorded.



HOLIDAYS DURING TERM TIME

The current law and DFE guidance does not give any entitlement to parents to take their child on holiday during term time. Application for leave of absence must be made prior to leave, as soon as possible. Only in exceptional circumstances can the Headteacher grant leave. The School's [Attendance Policy](#) can be found on the school website. Please note that the school works closely with the local authority School Attendance Support Service who have the power to enforce fixed penalty notices for holidays or unauthorised leave.

TIMES OF THE SCHOOL DAY

Children should not arrive unaccompanied if they are below Year 5 and before 8.40am. For supervised children, the school gates are unlocked at 8:30am. Football/use of apparatus and other games are not allowed before or after school because of younger children and adults'

presence on the playground at this time. Children in Nursery, Reception, and Year 1/2 enter school via their classroom entrance from the playground. Year 3/4 enter from the doors facing Britannia Road and Year 5/6 enter from the doors facing Ruskin Avenue. Doors are open at 8.45am and close at 8.50am. This is where they will exit at 3.20pm unless notified otherwise. Children are the responsibility of their parents/carers until they enter the building from 8.45am and upon leaving at 3.20pm.

Please note, where children are collected repeatedly late, the school will explore support options however there maybe a charge if collection issues are not resolved.

SCHOOL OFFICE OPENING HOURS

The school office is opening times are as follows;

Monday – Thursday - 8.15am – 4.00pm (The office is closed from 1.15pm to 3.00pm on Thursdays)

Friday - 8.15am – 3.45pm

WRAP AROUND CARE

We offer wrap around care for children from Reception to Year 6 through a provider called RB Active Care.

RB Active Care administer the wrap around care and can be contacted on 0121 695 1394, enquiry@rbactivecare.co.uk

Please visit our website for further information,

<https://www.blackheathprimary.org.uk/parents/local-childcare-providers/>

MEDICAL & OTHER ISSUES

Should we admit a child with Special Medical needs we will work closely with parents and our School Nursing Service to discuss individual needs. An Individual Health Care Plan will be drawn up by the school Nurse if necessary. Parents have access to the Arbor Parent Portal to update their child's medical conditions/needs and other details such as dietary requirements. All updates are sent to school for approval. Any changes are communicated via the office to relevant classes/staff. It is important that the parent portal is kept up-to-date to ensure the best possible care can be given to your child at all times including if there is an emergency. We would recommend the portal details are checked at least half termly.

If your child receives any first aid treatment, you will receive a notification via medical tracker.
If an accident needs hospital attention, we will make every effort to contact parents.

MEDICINES

The school has responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met at school. There may be times when children attending school need to take medication. Any such medicines needed by a child during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil and be delivered personally to the school office.

These medicines must be in the original bottle/ packaging in which prescribed, clearly labelled with the pupil's name, contents, dosage and the date. Parents will be asked to complete a form to give permission for the school to administer medication. Medicines in school are kept in a locked cupboard or in a refrigerator, away from the pupils. A record is kept of all medicines administered. It is parent's responsibility to ensure the medication is in date. If a child is prescribed medication 3 times daily, we ask parents to administer the medicine before school, after school and at bedtime unless they have specific medical instructions about timings of the day.

ASTHMA INHALERS

Asthma inhalers are prescribed medication. Parents are asked to complete an Asthma card and give permission to use the spare inhalers in school in the event of an emergency on their child's entry into school and yearly thereafter. Inhalers (blue relievers) are kept in a safe and readily accessible place. Inhalers are taken to sporting events/offsite activities and used prior to or during exercise if an episode of asthma occurs. We ask that parents ensure inhalers are replaced immediately if they expire or run out.

AUTO INJECTORS

Auto Injectors are prescribed medication. Parents are asked to sign and give permission to use the spare auto injector in school in the event of an emergency on their child's entry into school and yearly thereafter. Auto injectors are kept in a safe and readily accessible place. Auto Injectors are taken to sporting events/offsite activities. We ask that parents ensure Auto Injectors are replaced immediately if they expire or run out.

SUN PROTECTION

During warm summer months, all children should have a named sun hat in school which they will be encouraged to wear when playing outside. School staff are not permitted to apply sun cream to children, but we would ask that you apply a long-lasting sunscreen before school in sunny weather. Children may reapply their own sun cream which must be provided in a clearly named container. Children should not bring sunglasses unless they have a medical condition.

SMOKING/PETS

We operate a no-smoking policy - smoking and e-cigarettes/Vapes are not permitted anywhere within the school or grounds. Pets should not be brought onto the school site.

BIKES/SCOOTERS

We ask that all bikes and scooters are pushed when they are on the school site to avoid any accidents.

PLAYGROUND EQUIPMENT

We have outdoor equipment that the children can use at playtime, lunchtime and during curriculum time. This includes climbing apparatus, a tyre park, a Multi-Use Games Area and a children's gym. All children are given safety advice on how to use the equipment safely. The equipment has been chosen for its suitability for each age group, and the special "soft" flooring is designed to minimise injury should a child fall from the equipment whilst using it. There are safety signs displayed by the equipment advising that the equipment is **not** to be used before and after school.

COMPLAINTS

If you have a concern, query or complaint, please in the first instance contact the school office, in person, over the phone or via email where you will be asked to complete a triage form. The office team will then direct your concern to the relevant member of staff.

If you feel the matter is not resolved, the matter can be escalated, via appropriate lines of communication.

Following this a formal written complaint can be sent to our Chair of Governors. If still unresolved the Local Authority can be contacted. The schools complaints Policy is available [here](#).

May we take this opportunity to remind parents of our Code of Conduct. Violence, physical

aggression, threats and verbal abuse are not tolerated and we ask that parents approach the staff with due care, courtesy and respect, even when dealing with matters of concern.

CHARGING POLICY

At Blackheath Primary School, we are constantly seeking to enrich the children's learning experiences through trips; by inviting visitors and experts to talk to the children; and by running activities and workshops. The children always feedback that these activities bring learning to life and are some of their most memorable experiences of primary school. Where possible, we look for free activities or apply for grants that will enable the school to provide enrichment opportunities at no cost to families. We do fund many of the activities but may ask for parental contributions.

FAMILY SUPPORT

Please contact our Parent Support Worker, Miss Hill via the school office if you would like advice on any aspect of parenting.





Blackheath Primary School

Privacy Notice for Pupils and Families

September 2026

Blackheath Primary School is the Data Controller for the use of personal data in this privacy notice

Introduction

This notice is intended to help you understand how and why Blackheath Primary School collects your child's personal information, what we do with that information, and the decisions you can make about your child's information.

We are providing you with this notice because, while your child is younger, you are able to exercise their data protection rights on their behalf. As children mature, they may be considered competent to exercise their own data protection rights.

Our legal grounds for using your child's information

This section contains information about the legal bases we rely upon when handling your child's information.

Legal obligation - We might need to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services. We will also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests - In limited circumstances we may use your child's information to protect their vital interests or the vital interests of someone else (e.g. if they are seriously hurt).

Performance of a task carried out in the public interest - This applies where what we are doing is for the benefit of the public generally. The following are examples of where this applies;

- providing your child and others with an education;
- safeguarding and promoting your child's welfare and the welfare of your child's classmates;
- facilitating the efficient operation of Blackheath Primary School; and
- ensuring that we comply with all of our legal obligations

Legitimate interests

In limited circumstances, we may process your child's information where it is necessary for the legitimate interests of the school or a third party, provided these interests are not overridden by your child's rights and freedoms.

We have a legitimate interest in using your child's information to:

- promote the school including fundraising and publicity;
- preserve historical school records.

Blackheath Primary School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Blackheath Primary School may process special category personal information, including information relating to:
racial or ethnic origin;

- religious or philosophical beliefs;
- health data;
- biometric data; and
- information relating to special educational needs or disabilities.

Substantial public interest

Blackheath Primary School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. For example, we will use information about your child's health to look after them. We may also use other types of special category personal data about your child to provide them with an education, to look after your child and their peers.

Social protection and social security law

We will use your child's information to comply with social protection law (e.g. to look after them) and social security laws (e.g. to provide your child with free school lunches if they are entitled to these). Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Vital interests

In limited circumstances we may use your child's information to protect their vital interests or the vital interests of someone else (e.g. if they are seriously hurt).

Legal claims

We are allowed to use your child's information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.

Medical purposes

We may process health information for medical purposes, including the provision of healthcare, medical treatment, and the management of health services.

What is personal information?

Personal information is information we hold about your child and which identifies your child.

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

- Personal information (such as name, unique pupil number, address, D.O.B, relationship information)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding concerns/information (court orders and professional involvement)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, INA status – Asylum Seeker, Refugee, Economic Migrant, Looked After Child, Adopted and SGO children, Service Children)
- Medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Accident information
- Assessment information relating to academic progress, pupil attainment and educational performance in general
- Special Educational Needs or Disabilities information (including the needs and ranking)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Information from Early Years providers
- Parent/Carer information (such as name, address, contact details)
- Emergency Contact details of Parent/Carers
- Emergency Contact details not that of Parent/Carers (permission should be sort from Parent/Carer to pass on these details to school, these details will be kept securely and only accessed in the event of an emergency, these details will be deleted when the child leaves the school)

Why we collect and use this information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use the pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard our children and keep them safe
- to work with agencies supporting pupil safeguarding
- to assess the quality of our services
- to provide support for pupils with special learning needs or disabilities
- to comply with all statutory data returns to the DfE and their partner organisations

to qualify the child is eligible **for** funding and to calculate funding if necessary
to provide data to the local authority as required statute or by current contracts, service level agreements or data sharing agreements with the local authority and other organisations
to inform next educational providers of pupil performance and contextual information

The lawful basis on which we use this information

We use information about children and young people to enable us to carry out specific functions for which we are responsible. We also use this personal data to derive statistics which inform decisions we make regarding the running of the school, the curriculum, safeguarding and to assess pupil outcomes. The lawful basis is as follows (Article 6):-

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

And (Article 9):-

- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent

Collecting pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by the Department for Education

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

We collect and use pupil information under responsibilities set out within:-

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education Act 1996
- Education Act 2002
- Children Act 1989 and Children Act 2004
- Children and Families Act 2014
- Childcare Act 2006
- Equality Act 2010
- School Standards and Framework Act 1998
- Academies Act 2010
- The Education (Pupil Information) (England) Regulations 2005
- Special Educational Needs and Disability (SEND) Code of Practice 2015
- Keeping Children Safe in Education (current statutory guidance)
- Working Together to Safeguard Children (current statutory guidance)
- School Admissions Code
- School Attendance Guidance
- The Early Years Foundation Stage (EYFS) statutory framework
- other legislation and statutory guidance applicable to schools from time to time.

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996. This means that schools do not need to obtain parental or pupil consent to the provision of information and ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils.

Collecting pupil information

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

We hold (on your behalf) additional contacts that we may use in an emergency, should we be unable to contact either parent/carer.

If you provide information on behalf of anyone else, then in doing so you are confirming that you have explained to them how their information may be used by us and they have given you permission to do so. You will also contact us immediately if they no longer wish their data to be held by us or their data needs to be updated.

Storing pupil data

We hold children and young person's data for various periods of duration as determined by School's Retention Policy.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us – Information maybe shared before the child leaves our school. For example information for Year 6 children is shared in the summer term with the secondary school the child is due to start with (a formal offer of a place has been made) the following autumn term.
- Our local authority, inclusion support, Health and Safety Team etc
- Other local authorities our pupils reside in
- Other local authorities that our pupils attend after leaving us
- Birmingham Local Authority – Communication and Autism Team
- The Department for Education (DfE)
- Providers of alternative educational provision
- The school federation, academy chain, Multi Academy Trust
- School nurses
- Speech and language service
- Local health trust and their commissioned health services
- Counselling services for pupils, namely Murray Hall, Hope Services, Looking Forward, Families Together
- Police Force
- Sports providers, namely RB Gym
- Sandwell Leisure Trust – Swimming Provider
- Purple Mash
- SIPS – Finance, clerking, IT, Data protection
- Timestable Rock Stars
- IXL
- Testbase
- Family Hubs
- Reflexions
- Hope Services – Counselling Service
- Relevant Charities, Namely Women Aid, Young Carers
- Chartwell's (schools catering company)
- Wrap around Provision – RB Active Care
- School Photography

- Student Placements
- Edukey
- 3rd Space Learning
- Magical Maths
- CPOMs
- Synergy – Early Years – 30 hour Funding Portal
- Nuffield Early Language Intervention (Language Screen)
- Renaissance Place – Accelerated Reading
- Iris Connect
- Little Wandle Letters and Sounds
- Harper Collins
- Arbor MIS System
- Access Education
- ATOM Learning
- Century – Tech Limited
- Developing Experts (Science Curriculum)
- National Foundation for Education Research (NFER)
- Doodle Learning
- Accelerated Reader
- Wonde
- Groupcall
- Class Charts – Behaviour Tracking
- Tlappliant
- RS Assessment part of Hodder Education
- Your Sport – After School Club Provider
- Reading Plus
- Medical Tracker
- Invenry
- Kapow
- SIPs Music
- Arts Council England
- IRIS Connect

Radio Communications (Walkie-Talkies)

The school uses two-way radio devices (walkie-talkies) for operational and safety purposes, including during playground supervision, off-site trips, and emergency situations. These devices may occasionally transmit brief personal information about pupils or staff (e.g., names, location for safety).

All radio communications are:

- Used only for school-related purposes.
- Limited to necessary information
- Monitored and managed responsibly to protect privacy.

Why we share pupil information

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

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

We share pupils' data with our local authority and other local authorities our pupils reside in or leave to go too to allow them to carry out statutory duties including the identification of children missing in education, and to ensure that all pupils get a suitable education, in line with in line with sections 436A and 437 of the Education Act 1996. The local authority also has responsibilities around the identification of pupils with special educational needs as identified in section 22 of the Children and Families Act 2014.

We also share pupil's data with our local authority and other local authorities our pupils reside in or leave to go too for the purposes of comparative data analysis and to enable the provision of services by the Local Authority as defined in the current contracts, Service Level Agreements or data sharing agreements.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share pupils information with school nurses, speech and language and local health trusts and their commissioned health services in order to ensure our pupil's medical needs are addressed, thus ensuring our children get a suitable education and are kept safe at all times.

We share pupils information with RB Gym and places for people, Sandwell Music Service and volunteer readers in order to monitor and report on pupil progress.

We share pupils information with the Police Force, Social Care and other related agencies when pupils are suffering or may be at risk of suffering significant harm. We may also share information with the Police when they deliver individual interventions to pupils.

We share pupil information with Open the Book and Beanstalk in order to monitor and report on pupil progress.

We are required to share pupil information with children's centres to enable them to track the progress of pupils who access their services prior to entering school to enable them to evaluate if their input makes a difference to children's attainment. We also share pupil information with children's centre's when supporting a pupil's emotional health and well being and a children's centre is involved with a younger sibling.

We share pupil information with charities to support children and families well being.

We share pupil information with Counselling Services when supporting a pupil's emotional health and well being.

We share pupil information with Chartwells in order to ensure the medical needs of our pupils are maintained.

We share pupil information with RB Active Care in order to ensure the medical and emotional needs of our pupils are maintained. We also share information if pupils are suffering or may be at risk of suffering significant harm.

We share information with **HSC School Photography** in order for class and individual photo's of children to be taken.

We support a number of Higher Education establishments and have student TA's and Teachers on placement in school. We share information with these students in order for them to progress through their chosen course.

We share information with a number of online tool providers, for example cpoms (to track pupil behaviour, causes for concern).

Consent

We may ask for your consent to use your child's information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on our legitimate interests or it being in the public interest. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid.

Marketing

We may send you information from external agencies, for example after school club providers, extra curricular provision providers. We will only send this information if we feel that the information is relevant and may be of interest to you.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Natalie Bailey, Business Manager, n.bailey@bps.sandwell.sch.uk
Alison Jones Data Protection Officer, dpo@bps.sandwell.sch.uk, The DPO Centre Ltd, 50 Liverpool Street, London
EC2M 7PY, 02037976340

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Natalie Bailey, Business Manager, n.bailey@bps.sandwell.sch.uk Alison Jones Data Protection Officer, dpo@bps.sandwell.sch.uk, The DPO Centre Ltd, 50 Liverpool Street, London EC2M 7PY, 02037976340

Failure to provide data

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we are required to process certain personal data to fulfil our **public task** of providing education and ensuring the **welfare and safeguarding** of pupils.

Some of the information we collect about pupils is essential for us to:

- Deliver education and support learning
- Ensure health and safety
- Comply with legal and statutory obligations (e.g., school census, safeguarding duties)

Where **parents or guardians fail to provide mandatory information**, this may:

- Limit our ability to deliver appropriate care or education
- Impact our safeguarding responsibilities
- Affect our ability to comply with statutory duties under education law

We will always make it clear when information is **required by law** or **necessary for our public functions**. If you are unsure why we are requesting specific information or have concerns about providing it, please contact the school directly so we can provide further clarification.

Please note that in some circumstances, a failure to provide required information may result in the school needing to escalate the matter to the local authority or other relevant bodies.

Contact

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

Natalie Bailey, Business Manager, n.bailey@bps.sandwell.sch.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).

- supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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

Sharing by the Department

The law allows the Department to share pupils’ personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they’re holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

Date updated – September 2026

Date to be reviewed – September 2027