

Thoughtful. Explorers. Awesome. Motivated.



**School Brochure**

**2024 - 2025**

**Headteacher**

**Mrs A Stone**

## **SAFEGUARDING STATEMENT**

At Folly Hill Infant Academy we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel confident that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti bullying and child protection policies, careful risk assessment, appropriate induction and training, briefing and discussion of relevant issues and relevant learning through our Personal Social Health and Emotional (PSHE) and our Relationship Sex and Health Education (RSHE) curriculum.

We recognise that the key elements of safeguarding children are health, safety and ensuring achievement.

Designated Safeguarding Lead (DSL) – Mrs A Stone  
Deputy DSLs – Mrs G Hylton, Mrs J Norbury and Mrs E Mann  
DSL Governor and Looked After Child Governor – Mrs J Doe

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**WELCOME TO FOLLY HILL INFANT ACADEMY**

June 2024

Dear Parents and Carers,

On behalf of the Kite Academy Trust, Governors and Staff of Folly Hill Infant Academy, it is my pleasure to welcome you and your child to our school. We hope you find this brochure interesting, informative and useful. It has been written to enable you to visualise our school and answer some of your questions.

We are very proud of our wonderful school and we hope you enjoy being part of our TEAM.

We look forward to meeting you.

Yours sincerely

*Ali Stone Gina Hylton*

Mrs A Stone  
Headteacher

Mrs G Hylton  
Deputy Headteacher



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## **INTRODUCTION TO OUR ACADEMY**

Folly Hill Infant Academy is a school for boys and girls between the ages of four and seven years. Built in 1973, the school consists of three classrooms sharing one activity room and a central library area. The spacious hall is used for PE, Drama and Musical activities as well as doubling as a dining hall. Meals are cooked on the premises. All children at Folly Hill are eligible for a free school meal.

This is a small school in which each child is recognised as an individual with their own particular needs. Specialising in early years education, we provide planned learning experiences to promote the development of the skills, concepts and knowledge upon which a child's education can be based. We hope to develop a close partnership with you in order that your child may acquire the attitudes and skills needed to progress through school life happily and successfully. We believe that children should be encouraged to become independent learners and develop to their full potential. To this end, the whole child must be nurtured through physical and intellectual development combined with a social, moral and spiritual awareness.

### **The Kite Mission, vision and values**

#### **Our Mission**

Together we inspire a lifelong love of learning, which enables all our children to achieve more than they ever believed possible

#### **Our Vision**

For every pupil to be happy and healthy; to contribute positively to their communities and achieve academic excellence.

#### **Our Values**

##### **Aspiration**

Aim high and be the best that you can be; have the courage and determination to make anything possible  
*Be perseverant, resilient, tenacious, open-minded and confident*

##### **Integrity**

Listen to your conscience; do the right thing for the right reason; be honest and trustworthy even when no one is looking  
*Be a role model, an advocate for what is right, and a good citizen with strong moral principles*

##### **Respect**

Embrace individuality and diversity; value the rights, feelings and wishes of others  
*Be kind, polite, empathetic, tolerant and responsible*

## Our Academy Values

Thoughtful  
Explorers  
Awesome  
Motivated

Together we are a **TEAM**

**We aim to facilitate:**

**Being a TEAM:**

**Thoughtful Explorers Awesome Motivated**

- Developing within the school a lively and caring community and making relevant links with our local community to promote learning and co-operation.
- Fostering understanding of spiritual and moral values and developing awareness of our multicultural and multi-faith society.
- Developing awareness of the importance of caring for our environment.
- Recognising, encouraging and promoting talents of all kinds, and endeavouring to provide an environment in which everyone can reach his/her potential.
- Developing the joy of learning by providing a curriculum and professional development which is flexible, relevant and meaningful for everyone, striving to develop independent, persevering learners.
- Setting before pupils the highest standards of honesty, integrity, endeavour, self-discipline, co-operation and care for others.
- Preparing pupils for the next stage of their education and for the rest of their lives.
- Promoting physical, aesthetic, mental and practical ability so as to enable everyone to lead an active, healthy life.

- Promoting the benefits of a healthy diet and providing healthy food options and opportunities to drink plenty of water.
- Seek to promote a healthy mind and body.
- Awareness of potential threats to health and well-being.

**We hope parents will :**

- Ensure your child arrives at school on time, not before 8:35am (unless attending Breakfast Club- have to be in by 8.30) but definitely by 8.45am when registers are called, and collect on time;
- Make sure your child attends school regularly and inform the school promptly if your child is absent for any reason;
- Telephone the school, on the first morning of absence, if your child is to be away from school;
- Ensure you complete a special leave of absence form if your child is to be away from school for any reason;
- Provide your child with appropriate clothing for school including clothing for physical education and other activities as required;
- Encourage your child to take care of school property, returning it in good order, when required;
- Support the school's curriculum policies and guidelines;
- Support the school's policies and guidelines on non-curriculum aspects, including Behaviour and Health & Safety.
- Attend regular Consultation Meetings, to discuss your child's progress and attainment;
- Share homework activities and other opportunities for learning at home with your child;
- Inform the school about any concerns or problems that might affect your child's work or behaviour;
- Get to know about your child's life at school;
- Do not arrange holidays during school time.

Above all, share in the enjoyment and wonder of learning.

## FACTS AND FIGURES

### Governors :

Helen Bond (Chair)	Co-opted		Anna Roberts	Vice Chair
Jackie Doe	Parent		Kelly Thomas	Parent
Ali Stone	Ex-officio		Gina Hylton	Staff Governor

The Governors meet at least once a term as a Academy Council (Governing Body). In addition, there are working parties looking at all aspects of school life and management in order to fulfil the duties that have come within the Local Management of Schools and Governor handbook. More information can be found on our school website [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk)

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### The Kite Academy Trust

Holly Lodge Primary Academy  
Stratford Road  
Ash Vale  
Surrey  
GU12 5PX

Tel: 01252 984930  
Email: [info@kite.academy](mailto:info@kite.academy)

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### School Address

Folly Hill Infant Academy  
Coniston Drive  
Farnham Surrey GU9 0DB

Tel: 01252 716121  
Number on roll - 79

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### Teaching Staff

Mrs A Stone – *Headteacher*  
Mrs S Allan  
Mrs S Bacon  
Mrs R Harris

Mrs G Hylton *Deputy head*  
Mrs T Bunch EYFS lead  
Mrs J Norbury – *Senior teacher*  
Mrs A Prince T & L Lead

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### Support Staff

Mrs E Mann – School Secretary  
Mrs M Hooper - Midday Supervisor/ Teaching Assistant/Breakfast club

Mr D Stone -Caretaker  
Mrs D Nixon – Teaching Assistant  
Mid-day Supervisor / Breakfast Club Supervisor

Miss C Price-Teaching Assistant/Midday Supervisor

Miss E Gardiner – Caterer and Afterschool club  
Mrs D Stone - Afterschool club

Mrs Suzie Andrews - Senco

### Times of the School Day

Morning Session  
Afternoon Session

8.45 – 12.00noon (Break 10.45 – 11.00)  
1.00pm – 3.15pm



## **ADMISSIONS**

By law children must start full-time education no later than the beginning of the term following their fifth birthday. In Surrey, the Education Committee has approved a development plan which now enables all children to be admitted into school in the September of the school year in which they are five.

Parents can request that full time attendance be delayed until the beginning of the term after their child turns 5. In addition, parents of children born between 01 April and 31 August can request for their child to be admitted to Reception a year later outside their chronological year group. Please contact the County Admissions Team for further information.

Rainbow Class caters for children who will be five during the academic year 1<sup>st</sup> September to 31<sup>st</sup> August. New children are invited to visit the school on a number of occasions before they start so that they get to know their future teacher, classroom and the other children.

The admission number for Folly Hill Infant Academy is 30 with a maximum on roll of 90.

### **The number of children on roll for this year is 79**

Full details of the admission arrangements for Surrey's community and voluntary controlled schools and Surrey's primary and co-ordinated schemes are available on the school admissions pages of the Surrey County Council website under 'School admissions policies and reports' - [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

The admission criteria for the majority of Surrey's community and voluntary controlled schools (including Folly Hill) are set out below:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at the school or at an infant/junior school which operates shared sibling priority on the date of admission. [A sibling will be considered to be a brother or sister of the same parents (whether living at the same address or not), or a half brother or sister, step brother or sister or an adopted or fostered brother or sister living as part of the same family unit at the same address.]
4. Children for whom the school is the nearest to their home address - the nearest school will be the school closest to the home address that has a Published Admission Number to admit pupils of the appropriate age range and which admits local children. The nearest school may be either inside or outside the county boundary.
5. Any other children, prioritised according to the distance they live from the school.

Unless otherwise stated, distance will be used when any category is oversubscribed and will be measured by straight line from the address point of the pupil's house to the nearest official school gate for pupils to use. Where two or more children share priority for a place, the drawing of lots will determine which child should be given priority.

For full details of the Admission Procedure you must read the Surrey County Council Information on Primary School Admissions carefully. This can be viewed online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or you may ring 0300 200 1015 to request a hard copy.

## **THE SCHOOL DAY**

7.45	Breakfast Club starts
8.35	Gates open
8.45	School starts
10.45	Playtime
12.00	Lunchtime
1.00	Afternoon session begins
3.15	End of school day
3.15	After School Clubs start

### **Breakfast & After School Club**

Breakfast & After School Club is a valuable provision for parents, both on a regular basis and for one-off occasions.

The Breakfast Club is available for Folly Hill pupils only and runs each weekday morning during term time from 7.45 - 8.40am. The After School Club runs from Monday to Thursday from 3.15-5.45pm. It is not open on Inset Days or during the school holidays.

Places are limited and families booking for 5 days a week will be given priority. Fees are payable half a term in advance (please note that these are not refundable in case of absence). 'One-off' days may also be booked if a week's notice is given and if space is available. This must be paid at the time of booking and is not refundable. Please ask at the office for further details.

### **8.35 COMING IN TO SCHOOL**

Children may arrive at school from 8.35am onwards, a member of staff will be on the school gate to greet the children. Parents may leave their child at this stage. The children then enter the school through the front door. If they bring a packed lunch, they should place their lunchboxes outside their classroom.

### **8.45 REGISTRATION**

School starts at 8.45am. The Attendance Register is a legal document and must be completed at the beginning of the morning and afternoon sessions. Children arriving after 8.45am until 9.05am will be marked as late. After this time a child will be marked as having an unauthorised absence unless a suitable explanation is given.

All letters/forms/payment (e.g. school trips) should be in an envelope marked with the child's name and details of what is enclosed. These can be either handed into the school office or the children should hand these to the class teacher who will then place them in the Class Register folder to be returned to the Office.

### **COLLECTIVE WORSHIP**

This is held in the Hall every day. It should take a broadly Christian view of the morals and ethics appropriate to the life of an Infant School child.

On Fridays, achievements will also be incorporated into Assembly. Significant achievements will be celebrated, and selected children will receive a certificate. During assembly children will have the opportunity to perform to an audience when appropriate, e.g. play a musical instrument, read a poem or story they have written etc. Birthdays are celebrated on the child's birthday if possible.

### **PLAYTIME**

During the morning, there is a 15-minute playtime break for KS1 pupils. EYFS children have free flow play all morning. Fruit is provided through the Government 'Free Fruit and Vegetable' scheme. Fruit waste should be disposed of in the compost bin on the playground. Parents may also subscribe to the 'Cool Milk' scheme (free for the under 5s) – details will be emailed to you by the school. Staff will organise distribution of Cool Milk to those who subscribe in the classroom.

#### Playground Rules

- No child shall go on the playground without an authorised adult.
- Children leaving the playground must ask an adult and use the front door to re-enter the school
- The adult on duty will make the decision about playing on the grass and Trimtrail, sensory path and amphitheatre.
- Children should not play on the steps or railings, nor roll or run down the bank.
- If a child is injured or ill they should be escorted to the school office by a friend or adult depending on the extent of the injury/illness.

#### Playtime Activities

Small toys and activities are available for use during playtime, and these are locked away in the blue shed at the end. We have an area for ball games, an area for construction, water play and small world. The Trimtrail, sensory path and amphitheatre should not be used in damp conditions, when it may become too slippery.

#### Very Wet Playtimes

During very wet playtimes children remain in their classrooms with quiet activities. Scissors and paint are not allowed. The teacher and teaching assistant on duty will supervise the children.

#### End of Playtime

The bell will be rung which will be the signal for other staff to join playtime staff on the playground.

#### **12.00 LUNCHTIME**

Children wash hands in classrooms. The children line up and collect their lunch when their class is called. When children have finished their lunch, they ask permission to leave the table, take their plate to the clearing area and go out to the playground with the lunchtime assistant.

Children are encouraged to play games and engage in physical activity. The first supervisor out gets the toys ready with the playground pals/helpers.

The Trimtrail must not be used until two lunchtime supervisors are on the playground.

If raining heavily children remain indoors and may have activities in the classrooms.

#### **1.00 REGISTRATION**

The afternoon session begins at 1.00pm

#### **3.15 HOME TIME**

School finishes at 3.15pm. Parents are asked to collect their children from outside their classrooms or front gate as for Moonbeam class. If for some unforeseen reason children are not met at home time, they should wait in their classroom with a teacher. Parents arriving late should come to the school office and staff will bring their child to them.

Teachers have a list of After School Clubs and who is to attend. They will escort the children to the club and ensure the tutor/play worker is there. The tutor/play worker takes on in loco parentis responsibility at this point. We do ensure that a member of school staff stays on site until all children have been collected.

Staff and tutors/play workers will ensure that children leave with the adult designated to collect them. A child should only be allowed to leave the school premises with a person authorised by the parent or guardian. Parents should make a note in the Going Home Diary (kept in the school office) if their child is to go home with a different person from usual or bring a letter with relevant details if this is to be the same each week (e.g. childminder).

Children should not be allowed on either playground at the end of the day as playgrounds are unsupervised. This includes all children who do not attend Folly Hill School. Once children are met, they are the responsibility of the adult meeting them, but we do expect them to conform to the School's standards of behaviour whilst on the premises. Both children and adults are asked to walk on the path and not on the drive.

## SCHOOL UNIFORM

Children are expected to wear School Uniform at all times in School. The school colours are Royal Blue and Grey and the following options are provided:

School Sweatshirt / Cardigan

Pale blue school polo shirt

Grey trousers / shorts / pinafore dress / skirt

Blue gingham dress in Summer

Shoes - sturdy shoes or sandals are routine wear; trainers and open-toed sandals are not an acceptable part of school uniform.

Children should not wear earrings on PE days.

They will also need :

a book bag

a PE bag containing:

School PE shirt

White PE shorts

Plimsolls – elasticated front / Velcro fastening

Wellington boots (we have a welly shed where you can help yourself to wellies)

Waterproof clothing

In support of the 'Reduce, Reuse, Recycle' environmental program, we are encouraging the purchase of second hand uniform. This can be bought at one of the 'Friends Of Folly Hill' second hand uniform sales or ordered by emailing them at [friends@folly-hill.surrey.sch.uk](mailto:friends@folly-hill.surrey.sch.uk).

New school uniform, book bags and PE bags can be ordered direct from Brenda's School wear at 130 Frimley Road, Camberley GU15 2QN. Full details are obtainable from their website - [www.brendas.co.uk](http://www.brendas.co.uk) - or by contacting them at [info@brendas.co.uk](mailto:info@brendas.co.uk) / 01276 469697.

Please **label** all items of clothing, including socks and underwear. **For safety reasons, no jewellery apart from earring studs / watches / medic alert bracelets are permitted.**

### **Helpful Points to remember**

- All clothing **must** be marked with child's name.
- Children are not allowed to bring sharp objects, jewellery or glass jars to school. The school cannot be responsible for the safety of watches.
- Toys and games are not allowed to be brought into school unless requested.
- No loose money is needed in school. When money is required at school, please place it in a named envelope and label it, e.g. school trips. Children are encouraged to take the responsibility of handing this to their teacher at registration.
- Long hair should be tied back for Health & Safety reasons.

### **LOST PROPERTY**

We aim to re-unite named items of lost property with their owner.

Un-named items are kept in the Lost Property box near the school office. Please come and check if your child or you have lost something – uniform, non-school clothing, water bottles, socks, sunglasses etc.

Unclaimed items are disposed of at the end of term.

## **THE SCHOOL CURRICULUM**

The Kite Curriculum is an ambitious, but inclusive curriculum which has been designed for all Kite pupils from Nursery to year 6. It is based upon the most up-to-date research and evidence about how pupils learn. In both its design and implementation, we have removed barriers to learning so that every pupil can learn and feel successful.

Every subject has been broken down into specific, granular pieces of knowledge which teachers use to teach all lessons in small steps. Teachers then check that pupils have understood each step before moving onto the next one. In every lesson, teachers create regular opportunities for pupils to recall what they can remember, strengthening those memories and securing their knowledge. In addition to making knowledge memorable, it is essential that pupils see how knowledge within and across subjects is connected; therefore, in every lesson, teachers help pupils to explicitly make links to prior and future learning.

As a family of schools, teachers work collaboratively to design carefully-planned lessons for all pupils. By working together, we are able to draw upon and share expertise across the Trust as well as ensure that more time is spent planning each lesson for every subject.

We recognise the power of a well-sequenced and detailed curriculum in empowering pupils with knowledge to achieve more than they ever believed possible and inspire a lifelong love of learning. Each curriculum subject is taught discretely and given equitable time to be taught across the year, ensuring that every pupil receives a broad and balanced curriculum, which not only covers, but also extends beyond the National Curriculum.

At The Kite Academy Trust, we recognise the power of reading and therefore put reading at the very heart of the curriculum. We have curated a powerful canon of texts which are ambitious, culturally-significant and provide pupils with opportunities to explore a range of themes such as relationships/families, heroism and myths/legends.

While each subject is taught discretely, The Kite Curriculum works together as a whole, with a number of important themes spanning across the curriculum. For example, across a number of subjects, the pupils learn about the impact of global migration and the treatment of different people throughout history. The Kite Curriculum provides pupils with opportunities to learn about and value people and places outside of their own backgrounds and experiences; for example, they will learn about different world cities, religions, celebrations and key individuals. Throughout the PSHE curriculum, the pupils learn about the importance of diversity, equality and how to advocate for what they believe in. The curriculum as a whole works to aid pupils in viewing themselves as global citizens with a responsibility to respect the world around them.

### **At Folly Hill we feel children learn best when...**

They are motivated and appropriately well-challenged.

They feel secure in their enabling environment.

Learning is clearly defined and matched to ability.

They are confident to share their ideas, thoughts and feelings.

There is praise and encouragement.

They are valued as individuals.

Resources are available, adequate and well organised.

There is support and encouragement at home.

They are given effective feedback and given time to reflect and consolidate.

There is an ethos of mutual respect throughout the school community.

They are encouraged to value their learning and their view is respected.

They are encouraged to learn through taking risks as a building block to learning – we learn through our mistakes.

Their mental health and wellbeing is a priority.

They are physically and mentally stimulated.

They have the opportunity for first-hand experiences

### **They enjoy themselves!**

Please see our website for full details - [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) the School Development Plan overview can be found under school information- performance tab.

The children in the **Reception Class** follow the Early Years Foundation Stage to achieve the Early Learning Goals. Each child has an Individual Pupil Profile, which is shared with the parents once a term.

The prime areas of learning are :

Physical development,  
Personal, Social and Emotional development,  
Communication and Language.

The four specific areas of learning are :

Literacy,  
Mathematics,  
Expressive Art and Design,  
Understanding the World.

Children in **Years 1 and 2** are working at Key Stage 1 of the National Curriculum. At this stage the curriculum is divided into core and foundation subjects, as follows:

Core subjects:	English, Maths and Science
Foundation subjects:	Computing, History, Geography, Music, Art and Design, Design Technology, Physical Education, Religious Education and Personal, Social & Health Education, Relationships, health and sex education.

The basic skills of reading, writing and mathematics are taught both within topic work and separately as considered appropriate.

Through assemblies and RE and PSHE/RSHE lessons, Folly Hill offers an awareness of the needs of others and a sense of community are fostered and attitudes of tolerance, sympathy, sensitivity and self-discipline promoted.

## **Learning at Home**

Parents'/carers' assistance with children's learning is vital. Working on your child's reading through reading books, or related reading games and activities, is one way they can continue learning at home. Your help in practising these activities will be of great benefit to your child, as well as being mutually enjoyable. We have also subscribed to Timetable Rock Stars the children should try to do at least 5 minutes a day on these to help with maths. Older children may be given maths activities and spellings to learn. Children will be given the opportunity to choose a library book or a maths game.

## **Special Educational Needs**

We aim to identify children with special educational needs, including the more able pupil, in line with the demands of the Code of Practice for Special Educational Needs. When such needs are identified, through internal assessments and formal screening, they are discussed with the parents and appropriate action is taken.

This action will take the form of creating Individual support plans (SAP) or Group intervention plan designed by the Class Teacher, the Special Needs Co-ordinator and parents to answer the individual needs of the child. When necessary, further advice will be sought from appropriate agencies, ie STEPS (specialist teachers and educational psychologists), County Advisors, Speech and Language Therapists, Social Services, Family Support Workers and Health Authorities.

*The academy's Special Educational Needs and Inclusion Policy is available from the main office on request and on the website.*

## **Assessment**

Assessment of children's progress is vital to their individual progress and takes place continuously. This takes the form of formative and summative assessment where appropriate.

Children aged 4 and 5 will in their first 3 weeks of Reception class take part in the Statutory Reception Baseline Assessment (RBA) it is a short activity-based assessment and will be a baseline for measuring the progress primary schools make with pupils. Assessment will continue throughout the year through observation and a summative assessment at the end of their first year according to the criteria found in EYFS/ Development Matters.

All children will take the KS1 Phonics check at the end of Year 1. Standard Assessment Tasks (SATs), at the end of Key Stage 1 of the National Curriculum, may be implemented to back up teacher assessment levels in the Summer Term of Year 2, which is the academic school year in which the child becomes seven.

## **Curriculum Enrichment**

We aim to enrich the curriculum through trips and visitors

Whilst here at Folly Hill some of the activities the children may participate in include:

Reception:

- Have a daytime sleep over / pyjama day
- Visit to a park (Painshill)
- Go to Rushmoor Gym
- Visit Farnham Castle
- Have a storyteller visit

Year 1:

- Dig for fossils (dinosaurs)
- Visit Farnham Park
- Have a space workshop
- Picnic in the park
- Clip and climb

Year 2:

- Movie night
- Bowling
- Trip to the beach
- Visit to the Winchester science
- Visit a garden Farnham castle

All children

- Learn school dance
- Learn to Maypole dance
- Make a personal pebble (based on the story 'only one you') that is set into the grounds showing they are part of Folly Hill
- Learn about road safety from the magic man
- See a panto – (Pied Piper theatre group)
- Ride a bike/scooter at school
- Have an author visit
- Choose their Golden clubs
- Have opportunity to go to an after-school club
- And many more ....

We currently offer a range of after school clubs as well, which may include football, Spanish, gymnastics, dance and tennis.



## **GENERAL INFORMATION FOR PARENTS**

### **Parental Involvement**

Parental involvement is welcomed, both by helping with classroom activities and with fund-raising activities to raise money for equipment and materials to enrich the children's education and pleasure. A number of parents come into school regularly to help the children in various ways. You may like to offer to help small groups of children with sewing, cooking, computer skills, maths, gardening and language games. Please contact me or your child's Class Teacher if you wish to be involved in this way, subject to **DBS** checks and references when appropriate. It is a statutory requirement that schools obtain enhanced Disclosure and Barring Service (DBS) disclosures on all staff, regular volunteers and governors who volunteer to work with children and maintain a single central record of these checks.

Parents wishing to discuss worries or progress are invited to make an appointment to see either the Class Teacher or Headteacher at a pre-arranged, mutually convenient time. Open Evenings are held once a term, when you will have the opportunity to discuss your child's progress.

Parents are invited to join their children for lunch once a year as well as joining in for Sports day. Grandparents of all pupils are also invited to spend an afternoon in school during the Summer Term.

### **Friends of Folly Hill**

Parents of pupils automatically become members of the Friends of Folly Hill, an Association which supports the School in many ways and organises a range of social and fund-raising activities. The Friends are very hard-working and we greatly value their loyalty and support.

### **Letters Home**

We aim to send home as much information as possible by email and will ask you for a family email address we can use. Paper copies will be sent home in book bags if you do not have email and will always be sent if a parental signature is required (e.g. school trip consent).

Please use an email address which you access regularly – emergency information may be sent this way.

We try to give as much notice as possible of dates – please make a note of them on your calendar. A yearly calendar (paper copy) is sent home in September.

Copies of letters sent home are put in the school notice board for you to see what has been sent out. Please check your inbox and/or schoolbook bag every day and let the office know if you have not received the information.

## Safeguarding

At Folly Hill Infant academy, we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel confident that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously.

This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti bullying and child protection policies, careful risk assessment, appropriate induction and training, briefing and discussion of relevant issues and relevant learning through our PSHE curriculum.

We recognise that the key elements of safeguarding children are health, safety and ensuring achievement.

(DBS = Disclosure and Barring Service)

Aim:

We have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this school, or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

The Designated Safeguarding leads for the school are:

Alison Stone	Headteacher
Jane Norbury, Gina Hylton and Emma Mann	Deputy DSL
Jackie Doe	Governor for safeguarding

YOUR SUPPORT IN SAFEGUARDING THE CHILDREN/YOUNG PEOPLE AT OUR SCHOOL IS VITAL

Child Protection documentation:

- All school staff will have enhanced DBS with reference to Folly Hill School specifically
- Governors have enhanced DBS with reference to Folly Hill specifically if they work regularly with children.
- All regular volunteers i.e. help in our school once a month or more will have enhanced DBS with reference to Folly Hill specifically
- All students over 18 years of age will have DBS checks with their colleges or schools which must be presented to the head on the first day.
- Students under 18 will not have a DBS check therefore they should never be left unsupervised with a group of children.
- All club leaders and their helpers must have enhanced DBS for their company or school whichever is practical - this applies even if they only run a one off club to cover for absenteeism. The school will ensure that external club providers use safer recruitment practice when employing staff.
- Any occasional volunteers will not need DBS checks but will be supervised by staff at all times and will not work with children unsupervised.
- Any contractors who need to work on the school site will be encouraged to come when the school is not open to children i.e. during school holidays, before 7.30am or after 4.30pm.
- If a contractor does have to be on site when children are present, they will be supervised at all times even if they have DBS. We should encourage the companies we use to DBS check their employees
- Consultants, trainers, specialist teachers, educational psychologists, health officials and inspectors will be expected to have a DBS check and this should be presented to office personnel before they may enter the school. SCC employees have date of DBS check on their pass

- The school has an up to date single central register of staff and volunteers stored in the administrative office – a copy is in the central office for checking purposes.
- The head will check Child Protection procedures of other schools to ensure that when staff from other schools visit our site they are fully DBS checked and have been through safer recruitment procedures.

PLEASE READ our CHILD PROTECTION POLICY which is available on the school website.

### **Safeguarding and Educational Visits**

The owners/managers of establishments used for visits from educational settings are responsible for:

- Ensuring that they comply with health and safety regulations
- Ensuring that the building /establishment and equipment is fit for purpose
- Training their staff in safeguarding and having appropriate DBS checks completed

Prior to booking the school will consider issues around:

- The suitability of our staff and volunteers - staff/student ratio, relevant safeguarding training, DBS checks where appropriate and have read this leaflet and Code of Conduct.
- Any specific safeguarding issues relating to a child included on the trip as well as any other special need issues.
- Security and safety on the journey and at the destination
- Fire and health and safety issues
- Personal hygiene
- Administering medicines
- First aid kit and first aider at hand
- The head teacher must give permission for the trip to go ahead.

A risk assessment of the trip should cover these aspects. The venue should also supply a risk assessment.

### **Charging and Remissions Policy**

The Education Reform Act (1988) maintains the right of all children to have free school education. It also confirms that all schools may continue to invite voluntary contributions to meet, or partially meet, the cost of activities during or outside regular school hours. We will invite such contributions to meet the cost of activities of educational value, which could not be organised otherwise, e.g. class excursions and groups visiting the school. These activities are of great value to the children's education and costs will always be kept to a minimum.

**No child is ever excluded from any activity on financial grounds.**

In the event of any activity having to be cancelled, refunds as appropriate would be made.

### **The School Environment**

Although the school grounds are small, we make full use of them as part of the children's first-hand experiences. With the help of the Friends of Folly Hill and various local charities, we have been able to include a pond, wildlife garden, sensory garden, playhouses, hedging, vegetable gardens, a herb garden and an orchard. We also have outdoor classrooms with covered canopies, a gazebo and a pavilion to be used all year round. We like to take part in outdoor projects such as hanging basket growing and watching birds. The children regularly work in the garden with our caretaker and teachers.

## **Equal Opportunities and Access for the Disabled**

While programmes of work are planned to meet the needs of individual children, all children are given the opportunity to experience the full range of class and school activities.

In accordance with our Equality Policy, no pupil or member of staff is discriminated against because of disability. The main entrance is accessible for wheelchair users and there are no split levels within the school building. There is a ramp available at the rear of the school. There are also toilet facilities for the disabled. We work closely with all outside professional bodies to ensure the best educational experience possible for children with disabilities; we have contact with Speech and Language Disorder therapists, the School Nurse and the Educational Psychology Service.

*The Equality Policy is on our website.*

## **Multi-culture**

Children are invited to enjoy a rich variety of other cultures and beliefs through visiting members of various Christian denominations and other faiths to our morning assembly.

Other aspects of our multi-culturalism are explored through role play, cookery, language, stories, music, art etc.

We live in a diverse society and our values and curriculum reflects the local and global community in which we live.

## **Relationship, Sex and Health Education RSHE (see curriculum page on website )**

Relationship and Sex Education will cover relevant aspects of the PSHE, Science and RE curriculum. It may be referred to when relevant during topic work or in response to individual children's needs and questions as they arise and would then be treated sensitively.

School policy can be found on the school website <http://www.folly-hill.surrey.sch.uk/other-policies>

## **Drug Education**

Pupils will be equipped with knowledge, skills and attitudes to enable them to be in a position to make informed, healthy choices and decisions as appropriate to children in Early Years Foundation Stage and Key Stage 1. Policy can be found on the school website

<http://www.folly-hill.surrey.sch.uk/safeguarding>

## **Behaviour**

We try to adopt the kind of attitude towards behaviour that would be acceptable to a reasonable and caring family.

We look for a high standard of conduct from the children and they are expected to show caring and thoughtful behaviour towards others and a respect for the whole school environment. We aim to guide children towards self-discipline through rewarding good behaviour rather than focusing on unacceptable behaviour although on occasion they may be reprimanded or have 'reflection time' and this is usually sufficient.

If a child is experiencing behaviour problems, parents are invited to the school to discuss the matter in a supportive way and appropriate courses of action are discussed.

School policy can be found on the school website <http://www.folly-hill.surrey.sch.uk/other-policies>

## **Water Breaks**

It has been established that the drinking of water on a regular basis aids concentration, which in turn helps progress. We request each child in the school is equipped with a water bottle when they start at Folly Hill so they can have a drink whenever they need to.

## **School Meals**

School meals are cooked on the premises. Children, whether they eat a school dinner or bring a packed lunch, are encouraged to eat a balanced diet but are never forced to eat anything which they really do not want. Please inform us about any special dietary requirements. Parents are invited to lunch annually.

## **School Dinners**

All children at Folly Hill School are eligible for a free school meal. Your child will need to know whether they are having a free school meal or bringing a packed lunch in order that the correct number of meals can be cooked.

Healthy, balanced school meals are cooked on the premises and supplied by from Surrey County Council (twelve 15).

Special lunchtimes include Christmas, Chinese New Year, Sports Day etc.

If you wish your child to bring a packed lunch, you should provide a named lunch box, clearly named on the outside, with an unbreakable and leakproof container for a drink. Fizzy drinks, cans, bottles and sweets should not be sent to school. Children with packed lunches eat their food in the hall. Lunch boxes should taken into school hall on arrival in the morning. We encourage children to bring a healthy packed lunch and to be sustainable with little waste, such as food wrapping, left at the end of the meal. **Please do not bring nuts into school.**

## **Pupil Premium Funding**

Parents below a certain income level may attract Pupil Premium funding. This money will be spent to develop specific aspects of the individual child's education. **We encourage all parents to fill in our eligibility form.**

If you receive one of the following benefits, your child may be eligible for Pupil Premium Funding – please ask at the school office for further details : Equal Based Jobseeker's Allowance/Employment and Support Allowance/Income Support/Income Based Jobseeker's Allowance/Income related Employment and Support Allowance/Support under Part VI of the Immigration and Asylum Act 1999/The Guaranteed element of State Pension Credit/Child Tax Credit, provided that you are not entitled to Working Tax Credit and that your annual income is less than the current threshold of £16,190/Working Tax Credit 'run-on'/Universal Credit. NB: If you receive Working Tax Credit, you do not qualify even if you receive child tax credit and your income is below £16,190.

## **Travel to School**

We encourage our pupils to walk or ride their scooter to school. They can park their scooters and bikes for the day in the bike rack.

The school car park is reserved for staff use during school hours.

Parking outside the School is limited and we ask for your consideration in not blocking the driveways of the houses around the School when dropping off or collecting your children. Please also remember that double parking restricts access for emergency vehicles. Surrey Police have asked us to remind parents that Fixed Penalty Tickets will be issued for the offence of Unnecessary Obstruction.

For reasons of safety, could you please ensure that your children walk on the footpath **at all times** and not on the school driveway.

### **Absences**

In cases of illness, please inform the office by telephone or leave a message on the school answer phone.

If it is essential to take leave of absence for any reason during term time, forms are available from the Office. The Head teacher, on behalf of the Governors, may grant leave at their discretion.

**Our Attendance Policy is available on our website** <http://www.folly-hill.surrey.sch.uk/other-policies>

It is important that we are informed of the reason for a child's absence so that an appropriate mark can be made in the Class Register. If your child is ill, please ring in the morning. If no reason for absence is given, it will be counted as unauthorised

### **We do not authorise absence for family holidays during term time.**

Due to the commitment of parents and children to school life, the attendance record is always excellent.

### **School Medicals**

All children are invited to have a Flu vaccination.

### **Health**

Please inform us of all health problems such as asthma, allergies, hearing impairments etc. It is essential that you keep us updated with this information.

### **Medicines**

In most cases, children should not return to school after an illness until the need for medication is over. However, your own doctor is the person best able to judge this. In certain cases we can help by administering doses of medicine during the day, if minimum 4 doses per day are required and **if it is medicine prescribed by your doctor and if he/she requests that we do so.**

All medicines (including lip balms, homeopathic remedies, etc) and inhalers must be clearly marked with the child's name, dosage and times to be taken, and taken to the school office by a parent or guardian where you will be asked to record details on a Pupil Medication Request form. PLEASE NOTE: We cannot guarantee that medicines in school will be given at the time specified. By arrangement, parents may come into the school to administer the medicine themselves and will be asked to do so for ear/eye/nose drops/intimate or invasive drugs.

### **First Aid**

First Aid treatment will be given where necessary, although antiseptic creams will not be used. Cuts and grazes should be cleaned with cold water or antiseptic wipes. Please let us know if your child is allergic to plasters.

For more serious injuries, sickness and any other cause for concern when a child is unwell and unable to continue working within the classroom, we will contact you to come and collect your child. Please make sure that we have up-to-date contact numbers – thank you. If you are unobtainable and circumstances require it, then a member of staff will take the child to the Accident and Emergency department of the local hospital or call an ambulance and accompany the child to hospital.

## **School Photographs**

Individual and family photographs are taken in the Autumn Term. In the Spring/Summer Term, class photographs are taken.

There may be times when children are photographed as part of normal school activity. The photographs may be included on the school website or published in a local newspaper. When pupils start at Folly Hill, parents will be requested to complete a permission slip for this. Any parent not wishing their child to be included can make this known.

*Please see our Use of Image Policy on the parents' page of our school website.*

## **Emergency School Closure**

In the event of an unplanned school closure due to severe weather conditions or the breakdown of vital services, a notice will be displayed at the school gate.

Information on emergency school closures will also be available on the school website and on the County website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) > Learning > Schools > School Closures and on the school website [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) .

## **Security**

All visitors are required to report to the Office, sign in and wear a visitor's badge.

A gate system is installed for security purposes. The electronic gate will be open for Breakfast Club, at the beginning and end of the school day and for collecting children from After School Clubs - otherwise you should press the white button (on the window to the right of the gate) to talk to the school office who will then 'buzz' to open the gate.

**For the safety of all our children, please make sure that the gate shuts securely behind you.**

## **Complaints Procedure**

The first step to resolve any problem would be discussion with the school. If you are unable to resolve your problem with the Class Teacher or the Headteacher, you may consult a member of the Governing Body. If you are still not satisfied that your concern has been resolved, you will need to follow Surrey County Council's complaint procedure which can be found on their website.

## **Ofsted Inspection**

Our latest Ofsted Inspection took place in November 2010, and we are delighted to have been judged as Outstanding. A copy of the report is located on the school website (bottom of the home page- department for education) or <https://www.compare-school-performance.service.gov.uk/school/125048>

## **Liaison**

One of the aims of the school is to establish links with our community. With this in view, we have established close relationships with our local nursery and junior schools, churches, park ranger, police liaison, museum, county council and fire service.

Newsletters to parents are distributed monthly. We invite members of the community to visit our school. Our joint efforts as parents and teachers will ensure your child has the best possible opportunity for progress

## Frequently asked questions

1. **What do I do if my child is ill?**
  - Please ring the school by 8.30 and leave a message to let us know why your child is away.
2. **When can my child return to school after being ill?**
  - Sickness/diarrhoea – your child needs to have eaten normally and been symptom-free for 48 hours before returning to school.
  - Infectious diseases (e.g. chickenpox) – please consult your doctor/school
  - Conjunctivitis – as advised by your doctor
3. **What do I do if my child has head lice?**
  - Please treat your child immediately and check their hair regularly. Below is a helpful website  
<http://www.chc.org/>
4. **What do I do if I am going to be late?**
  - If possible, please ring the school to let us know the situation.
  - If you are late bringing your child to school, please bring them to the school office and sign them in. A member of staff will take them to their classroom.
  - If you are late collecting your child at the end of the day, please go to the school office and a member of staff will collect your child from their classroom.
5. **What do I do if someone else is collecting my child?**
  - Please put let the school office know. If the arrangement is made late in the day, please ring the school to let us know.
  - If it is a regular arrangement (e.g. childminder every Wednesday), please put this in writing to the school.
6. **What do I do if I want to take my child out of school for any reason?**
  - Medical appointment: If it is not possible to make the appointment out of school hours, you will need to complete a Leave of Absence Request Form, available from the school office. On the day, you should come to the office to collect your child and bring them back to the office on their return.
  - Any other reason: Please ask at the office for a Leave of Absence Request Form, as far in advance as possible.
  - Holidays will not be granted
  - Permission is granted at the discretion of the Headteacher and Governors.
7. **What do I do if my child needs to take medicine at school?**
  - You are very welcome to come and administer the medicine yourself and will be asked to do so for nose/ear/eye drops.
  - If it is necessary for your child to have prescribed medicine at school (i.e. four doses a day or medication to be taken with food), please complete the appropriate form at the school office. Please note that although we will obviously do our best, we cannot guarantee to give medicine at the correct time.
  - All medicines must be brought and collected by an adult, not the child.
  - All medicines, including lip salves and homeopathic remedies etc, must be kept in the school office and not in the child's book bag or tray.



- For long term medication (e.g. inhalers for asthma), please discuss with the office staff and complete the appropriate forms.

8. **Can I come and help in my child's classroom?**

- Please talk to your child's teacher about the kind of help you are able to offer. If necessary, you will be asked to complete a DBS Enhanced Clearance form.
- You will need to have a quick chat with Mrs Stone or Mrs Hylton before you start.

9. **What do I do if I am missing information which other parents seem to have?**

- Please check your emails - information is regularly sent from the school office and from the class teachers.
- Please check that we have an email address for you that you are able to check regularly.
- Please check your child's book bag and ask the teacher to check his/her tray.
- Please check in the school notice board to see what information has been sent out recently.
- Please check the school website - [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk)
- If necessary, please ask at the office for a duplicate copy.

10. **What do I do if I stop receiving emails?**

- Please check your spam folder.
- Please check that we have a correct and up-to-date email address for you.
- Please let the school office know if you have a temporary problem - we will send a hard copy of information home if necessary.

11. **What do I do if my child wants to change to/from school dinners/ sandwiches?**

- Please let the office know. We normally ask that children only change at the start of a half term.

12. **How do I pay for school trips / visits / Breakfast/After school Club etc.?**

- You can pay on-line for trip contributions, Breakfast Club etc. through Tucasi. You will need to open an account for each child and full details will be sent out once your child has started school in September. If you have lost these details, please ask at the school office. There is a link to the Tucasi log-in page from the school website: [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) > Parents Information> Online Payments and we would encourage you to pay on-line whenever possible.
- Details of how to make payments will be sent home as necessary.
- No cash or cheque payments please.

13. **How can I check if I have paid for a trip etc.?**

- You can check your payment history on your Tucasi account page.
- If money is still owing after the payment request date, the school office will send a reminder email - but it makes life much easier if they do not have to do so!

14. **Is the school hall available to hire?**

- It depends on the day and time - please ask at the school office for details.

15. **What do I do if my child loses their library book?**

- Library books are normally changed on a specific day each week. If your child does not have their book, a reminder slip will be sent home. If you cannot find the book, the school will charge you for a replacement.

- Your child will not be able to borrow another library book until the original is returned or a replacement paid for.

16. **What happens if there is an emergency at school?**

- Each September, we will ask you to check that the contact details we have for you and your other nominated contacts are correct. If your child is involved in an accident at school, we will contact you or one of your nominated contacts to inform you of the situation.
- If the emergency involves the whole school (e.g. closure for bad weather, gas leak etc.), an announcement will be made on both the Surrey County Council and school websites. Parents/carers will be emailed or telephoned if we have no email address.
- It is essential that we have up-to-date contact details – please let the office know of any changes promptly.
- In the event of a whole school emergency, please look at the website/email for details – do not telephone the school as the lines will need to be kept free for school use.

# **SCHOOL TERM and HOLIDAY DATES**

## **ACADEMIC YEAR 2024/ 2025**

### **AUTUMN TERM 2024**

Wednesday 04 September to Friday 20 December 2024

Half Term from 28 October to 01 November 2024

### **SPRING TERM 2025**

Monday 06 January to Thursday 3 April 2025

Half Term from 17 February to 21 February 2025

### **SUMMER TERM 2025**

Monday 22 April to Tuesday 22 July 2025

Half Term from 26 May to 30 May 2025

### **INSET DAYS 2024/ 2025**

Monday 2 September 2024

Tuesday 3 September 2024

Friday 17 January 2025

Friday 4 April 2025

Friday 6 June 2025

# Privacy Notice

## (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as end of key stage assessments, on-going teacher assessments and results of individual testing)
- Medical information (such as care plans and parent request for school to administer medicines)
- Special educational needs information (such as EHCP records, SEND Support documents and information from professionals)
- Behavioural information (such as behaviour incidents, bullying reports racial incident reports and exclusions)
- Child Protection and safeguarding information (such as pastoral records, cause for concern forms and records from meetings with professionals)

### Why we collect and use this information

We use the pupil data:

- 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

### The lawful basis on which we use this information

We collect and use pupil information under the lawful basis of Legal Obligation (as set out in Education Act 1996, Children Act 2004, SEND Regulations 2014 and the Education Regulations 2005). Also under the lawful basis of Official Duties as set out in the Education Acts (GDPR May 2018). The school is also required by law to collect Special Data such as racial or ethnic origin as set out in Article 9 of the GDPR May 2018.

### 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 2018, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold a Pupil's Educational Record whilst the child remains at the school. The file will be transferred to the receiving school, unless there is none, where the file will be sent to the Local Authority. Any records to do with Special Educational Needs and Disabilities will also be passed onto a receiving school as will Child Protection information. Once a pupil leaves our school we will not retain any information to do with them.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

## 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 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.

## 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)

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics

- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## 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 the School Office.

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

## Contact

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

A list and copies of School Documents relating to National Curriculum, School Policy, Governors, LA and Government legislation are available from the Headteacher. Our school website is [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk)