

Ipplepen Village Pre-School



Saplings
PROSPECTUS

Where children are nurtured to grow and learn through play.

If you have any questions about anything in this prospectus, or anything that hasn't been covered, please get in touch!

We look forward to welcoming you and your child to Saplings.

Welcome to Saplings

We are based in the Millennium Centre, and have exclusive use of the building during our opening

We are open Monday to Friday during School term times (38 weeks per year)

The times we are open are:



Pre-School

9am – 3pm

(Wednesday 9am – 1pm)

Breakfast Club

8am – 9am

After School Club

3pm – 6pm

We welcome children into our Pre-school from age 2½ until they start their primary school, and for Breakfast and After School Clubs from age 2½ to 11.

On Wednesday afternoons, from 1.30 – 3pm, 'Tadpoles' the toddler group meets here at the Millennium Centre – all welcome!

hours. We have a large indoor space with areas for role play, messy play, floor and table based activities as well as a story room for quieter moments.

We have a fully enclosed outside play area with climbing equipment on a safety surface, a large covered area, play-house and bike and scooter area. We also have our own access to the village park that that leads to the village allotments that we visit on a regular basis.

We are governed by the United Schools Federation Board of Governors. We have good links with Ipplepen Primary School and a transition programme to support children's entry into the school. We also have links with all the other Primary Schools in the area, so wherever your child moves on to we will support their transition.

CONTACT US:

Address



Millennium Centre
Biltor Road
Ipplepen
Newton Abbot
TQ12 5QL

Tel No.



01803 812466

Email



saplings@ipplepen-primary.devon.sch.uk

IN CASE OF EMERGENCY:

MEDICAL EMERGENCY: If your child becomes unwell we will make contact and arrange for their collection. On our registration form we ask your permission to call a doctor or take a child to hospital if we deem it necessary and are unable to reach you for authority.

EMERGENCY EVACUATION: In the event of having to evacuate the building our Emergency Assembly Point is the foyer of the main school building. We will endeavour to contact all parents/carers by telephone to inform you if we have had to evacuate.

Starting at Saplings

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting.



Your child will have a named peg for coats, bag or spare clothes and a named tray where we place correspondence, art/craft work to go home and any personal belongings your child brings in.

We email a weekly newsletter to keep you informed of our rapidly changing activities which also provides you with opportunities to chat with your children about their fun and learning with us as well as dates for your diaries.

We hope that you and your child enjoy being members of Saplings and that you both find our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

The setting's timetable and routines

We believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:

- help each child to feel valued;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to enjoy and value learning.

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor space.

Snacks and meals

We make snacks and meals a social time at which children and adults sit together.

Children staying over lunchtime can bring a packed lunch or purchase a school meal via



the Primary School, to book a school meal, please email saplings@ipplepen-primary.devon.sch.uk on the morning your child would like a meal. Please then log into Parentpay (If you haven't received a letter via the school to set up your Parentpay account, please contact the Sapling office via email) to pay for their meal. Menu's are available if you would like one. We plan our snacks so that they provide the children with healthy and nutritious food, and would ask that packed lunches are balanced and nutritious, and not over-filled with treats! Please tell us about your child's dietary needs and we will make sure that these are met.

Clothing

We provide aprons for the children when they play with messy activities, however, we suggest that you do not send your child in their best party clothes as they may well get wet/painy etc



activities,

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. We will provide all necessary support whilst they learn these skills; however clothing that is easy for them to manage will help them to do this.



do



Checklist of useful things to bring to/keep at Pre-school:

- Wellies for visits to the park (frequent!)
- Sun Hat and Sun Cream – **essential** in hot weather
- Coat, gloves and warm hat for cold weather – we will still play outside
- Enough nappies for the session (if required)
- A change of clothes in case of accident or mishap (messy/wet play)
- Slippers if your child prefers to wear these indoors.
- Lunch box if attending lunchtime or afternoon session.

A typical day

9.00am	Receive children. Free choice of outside/inside play alongside structured adult-led activities
10.00am	News, WOW's and story time Wash hands for snack time
Followed by:	Free choice of outside/inside play alongside structured adult-led activities
12.00 noon	Children leave/arrive Singing, wash hands for lunch time
Followed by:	Quiet time – stories or DVD

1.00pm	Adult-led activities and free choice of outside/inside play
2.30pm	Tidy up, story or singing. Wash hands for fruit and chat time.
Followed by:	Book time while children collected
3.00pm	End of day.

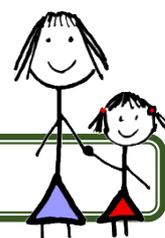
Who will be caring for your child?

Our staff are well-qualified, skilled and experienced childcare practitioners, but most of all friendly and approachable! Our Manager, Gina Heathman holds a BA(Hons) in Early Childhood Studies. We have a display in our entrance lobby with all our names, qualifications and photos to help you see who's who. We also regularly host placements for those studying for Early Years qualifications.

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to date with current theories of early years care, education and best practice. We attend guidance from our Early Years Advisors at termly Provider Network Meetings, through our local EY Hub Meetings with other settings.

We maintain or exceed the ratio of adults to children in the setting set by the Safeguarding and Welfare Requirements. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.



Your child's 'Key Person'

At Saplings we use a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests and will be responsible for the upkeep of recording their assessments. When your child first starts at Sapling all staff will help your child to settle and they will be observed and assessed.



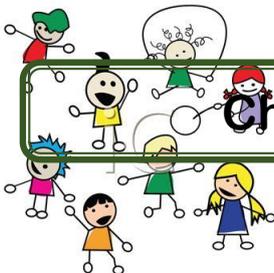
Once settled, your child will be allocated a key person based on their attendance pattern and attachments formed in the setting. Throughout your child's time at Saplings, their key person and all staff will support and look after them.

Special needs



We aim to be fully inclusive at Saplings and to welcome all children. We work to the requirements of the Special Educational Needs Code of Practice (2014). If your child has particular needs, please come and talk to us in order that we can discuss how to ensure that our provision best meets those needs.

Children's development and learning



We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention;
- has the chance to join in with other children and adults to play, work and learn together; and
- is able to take forward his/her learning and development by being helped to build on what he/she already knows and can do.

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think.

At Saplings we use the 'Development Matters in the Early Years Foundation Stage' (DMEYFS) guidance to assess, plan and provide a range of play activities, which help children to make progress in each of the areas of learning and development. In some cases, children decide how they will use the activity and in others an adult takes the lead in helping the children to take part in the activity.

Characteristics of effective learning

This refers to the ways in which children engage with other people and their environment. The DMEYFS guidance describes the characteristics of effective learning as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

Through observing how a child is learning, we aim to be clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

The Early Years Foundation Stage (EYFS)

All schools and Ofsted-registered early years providers are required to follow the the Early Years Foundation Stage 2017 (EYFS) Statutory Framework including childminders, preschools, nurseries and school reception classes. Setting standards for the learning, development and care of your child from birth to 5 years old. This is a framework of children's development paying regard that children develop individually and at their own pace. Full details can be found at

https://www.foundationyears.org.uk/files/2015/01/EYFS_Parents_Guide-amended1.pdf

<https://www.foundationyears.org.uk/wp-content/uploads/2019/01/What-to-Expect-When-2018.pdf>

Our provision reflects the four overarching principles of the Statutory Framework;

A Unique Child

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured

Positive Relationships

- Children learn to be strong and independent through positive relationships.

Enabling Environments

- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

- Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

EYFS: Areas of Development and Learning

Children start to learn about the world around them from the moment they are born. The care and education we offer helps children to continue to do this by providing interesting activities that are appropriate for their age and stage of development using Development Matters.

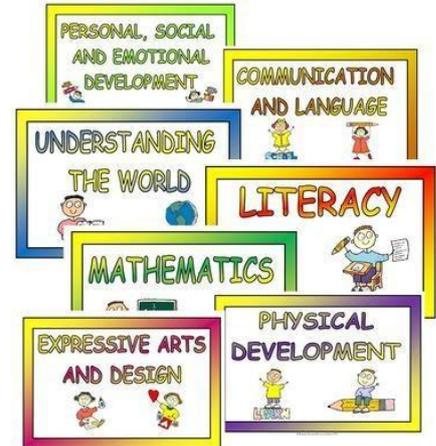
The Areas of Development and Learning comprise:

Prime Areas

- Personal, social and emotional development.
- Physical development.
- Communication and language.

Specific Areas

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.



Each area is divided into broad age groups to allow for individual levels of progress that children are expected to have attained, leading to the end of the EYFS which is the Early Learning Goals. These goals state what it is expected that a typical child will know, and be able to do, by the end of the reception year of their education. Children are individual and develop at their own rate.

<https://foundationyears.org.uk/eyfs-statutory-framework/> download development matters.

Development Matters guidance sets out the likely stages of progress a child makes along their learning journey towards the Early Learning Goals. Our programme supports children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- making relationships;
- self confidence and self awareness
- managing feelings and behaviour.

Physical development

- moving and handling
- health and self-care

Literacy

- reading
- writing

Mathematics

- numbers
- shape, space and measure.

Communication and language

- listening and attention;
- understanding
- speaking.

Expressive arts and design

- exploring and using media and materials
- being imaginative.

- people and communities;
- the world
- technology.

Understanding the world

Assessment & Records of Achievement

We assess how young children are learning and developing by observing them. We use information that we gain from our observations, as well as from photographs or videos of the children, to create a record of achievement for each child. Your child's key person will keep this record. To do this she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress and decide on how to help your child to move on to the next stage.

We believe that parents/carers know their children best and we ask you to contribute to assessment by sharing information about things that your child enjoys or achieves outside the setting and how you are supporting their development. This helps us to celebrate



together her/his achievements and to work together to provide what your child needs for their well-being and to make progress.

We currently track your child's progress and achievement on an electronic system called Tapestry. This secure system also forms your child's learning journey which will be full of the photographs and observations that are taken on a regular basis. These learning journeys will be available for you to see using a secure individual login from home. At key points in the year we will arrange consultations with your child's keyworker to discuss their development, but please note that you can request a consultation at any time if you have anything you wish to discuss.



We encourage collaborative play. Therefore, at times there will be photos that include other children in your child's learning journey and vice versa. This allows you to see your child forming friendships and working as part of a team. These photographs are a record of your child's learning at pre-school and must remain on the tracking system only. They must not be copied and shared on any social media sites. We ask that you sign an agreement statement to this effect before giving you access to login details.

The progress check at age two

When a child is aged between 24 - 36 months, the Early Years Foundation Stage requires that we supply parents/carers with a short written summary of their child's development in the three prime areas of learning and development:

- personal, social and emotional development;
- physical development; and
- communication and language.

The children's keyworker is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of the manager, parents and other professionals.

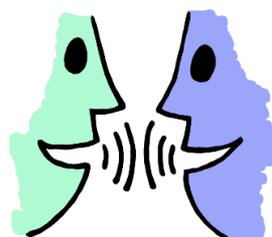
Let's Talk More Screening

As early years practitioners we value the importance of communication, speech and language skills and understand that they are fundamental to children's learning and wellbeing. Early detection of any type of delay and prompt support are so beneficial. At Saplings we are Let's Talk More Champions and are trained to conduct the screening, we screen all of our 2 year old children as part of our provision. Parents are given the screening sheet to read and signed for their permission and the screening is carried out with toys as part of play.

How parents/carers take part at Saplings

At Saplings we recognise parents and carers as the first and most important educators of their children. We see ourselves as partners with you in providing care and education for your children, and believe that all parents/carers have a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.



You can support us by:

- keeping an open dialogue with us regarding any concerns you may have;
- providing us with a current email address for billing and general communication, and
- ensuring that you inform us of any changes to emergency contact information.
- exchanging knowledge about your children's needs, activities, interests and progress with the staff;

Periodically we supply you with blank WOW certificates so children can bring them back telling us of their achievements made outside the setting.

We hold a termly 'Parent Play Week' providing an opportunity for you to experience a session with your child and have a chat.

Parents are always welcome to drop into the setting to see it at work or to speak with the staff. We also display and email a weekly newsletter to communicate any special activities/themes or events happening at Saplings, along with other leaflets and posters for local events and services that may be of interest.

Policies and Procedures

All of our policies and procedures are available for you to see at the setting and copies of individual policies can be provided on request. A full list of the policies and procedures can be found on the last page. Our Information Sharing policy, Safeguarding & Child Protection Statement and Fees & Payments policy are included in this pack.

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents/carers.



The staff and management of the setting work together to adopt the policies, which are reviewed regularly.

Fees and Payment Policy

Aims

We aim to ensure that our services are available to all sections of our community regardless of their socio-economic background.

In order to achieve these aims, Saplings operates the following policy:

- We plan to open our doors for the full 38-week academic year, matching our sessions to the Ipplepen Primary School calendar.

- We offer Pre-School, Breakfast Club and After School Club sessions.
- Current session times and fees are available from Saplings and are also published on the Ipplepen Primary School Website (www.ipplepen-primary.devon.sch.uk/saplings).
- We set our fees according to the community's demands, taking into account the setting's costs.
- Sessions are contracted on a termly basis, to protect parent's needs as well as Saplings.
- We offer information regarding help with childcare costs and the completion of childcare funding applications.

Session costs

- We expect parents/carers to book and pay for sessions in advance. Statements are issued monthly with settlement expected within 14 days.
- We accept payment via ParentPay, Childcare Vouchers or Tax-free Childcare. If you wish to make cash payments, this can be done through shops offering the PayPoint service. Please contact the Primary School office for details (01803 812226).
- Children entitled to Early Years Funding or 2 Year Old Funding can include regular Breakfast and After School Club hours within their entitlement.
- Where parents need support to pay fees we will offer a phased payment scheme as appropriate. Please ask for details.

Late payment

- The financial viability of Saplings depends on the prompt payment of fees.
- We will issue a reminder for any sessions which remain unpaid after 14 days.
- You will be contacted to discuss whether it will be necessary to set up a phased payment plan.
- If this payment plan is not adhered to then regrettably Saplings will have to refuse your child entry to future sessions.

Late Collection Fee

- Where a child is collected late (after the session end time), there will be a fee payable. This fee is to cover the costs of two staff remaining to care for your child.

Registration and bookings

- All Pre-school, Breakfast and After School Club registrations and bookings are handled through the Saplings office.
- Parents/carers will be asked to complete all the necessary forms and consents when registering their child/children with the setting.
- Parents/carers must not knowingly book their child into a session they will not then attend.
- Pre-Booking ensures that appropriate staffing levels can be managed and that Saplings remains financially viable.

Ad Hoc Sessions

- Where space is available, Breakfast and After School Club sessions can be booked on an ad hoc basis. Contact Saplings to check availability for specific days. Payment is expected within 14 days of the booking being placed.

Absences

- All cancellations and absences, including Breakfast and After School Club, must be notified directly to Saplings as the Primary School does not hold our registers.
- **No refunds** are given for absence from Pre-school.
- For Breakfast and After School Club, refunds will be made for cancellations notified to Saplings **at least 24 hours in advance**. Late cancellations and all un-notified absences will be charged at the full rate. The only exception to this is where a child is absent at short notice due to illness. Any refunds will be deducted from the next statement.

Funding and other help with childcare costs

There are several different ways in which you can get help with childcare costs, including:

- Early Years Education Funding:
 - Universal entitlement (“15 hours”)
 - Two-year-old funding
 - Extended entitlement for 3 & 4 year-olds (“30 hours”)
- Tax-Free Childcare
- Voucher Schemes (closed to new applicants from April 2018)
- Tax Credits
- Universal Credits



There is a Government website which gives information on all of these:

<https://www.childcarechoices.gov.uk/>

and a Childcare Costs Calculator which will give you personalised (anonymous) information on the various options available to you:

<https://www.gov.uk/childcare-calculator>

We strongly advise that you go to the website and check your eligibility as soon as possible, as some funding has to be applied for in advance.

In addition, there may be funding available for settings to support individual children with Special Educational Needs or disabilities, as well as adopted children, children in care and those whose parents are on low incomes.

If you, or we, believe your child may be eligible for additional support we will discuss this with you on an individual basis.

Safeguarding children and Child Protection



Saplings has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices insure children against the likelihood of abuse in

our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information. Our Information Sharing Policy, Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when it is to prevent a

crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or not sharing it could be worse than the outcome of having shared it.

Safeguarding Children and Child Protection Policy statement

We will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Our Safeguarding Policy is based on three key commitments:

- 1 To build a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
- 2 To respond promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).
- 3 To promote awareness of child abuse issues through staff training. We are also committed to empowering young children, promoting their right to be strong, resilient and listened to.

Designated Safeguarding Lead (DSL)	Marcus West	Tel: 01803 812226
Deputy Designated Safeguarding Lead (DDSL)	Gina Heathman	Tel: 01803 812466
Deputy Designated Safeguarding Lead (DDSL)	Tracey Ireland:	Tel: 01803 812466

Privacy Notice

(How we use personal data about you and your child)

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it and how we use it.

The categories of information that we collect, hold and share about your child include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and Early Years Pupil Premium eligibility)

- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Relevant special educational needs information
- Exclusions information (where applicable)
- Behavioural information (where applicable)
- We will obtain child protection plans from social care and health care plans from health professionals (where applicable)

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

The categories of information that we collect about you include:

- Your name
- Home and work address
- Phone numbers
- Emergency contact details
- Family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect your National Insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect and use this information

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)

- to keep you updated with information about our service to assess the quality of our services
- to comply with the law regarding data sharing

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent for images taken by confirming so in writing at any time.

The lawful basis on which we use this information

We collect and use your child's information for legal compliance and public interest which is necessary for the performance of the contract and in certain cases for protection of vital interests.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

We also have a legal obligation to transfer records and certain information about your child when transferring to another setting or to a school that your child will be attending (see our *Transfer of Records* policy).

Collecting your child's information

Whilst the majority of the information you provide to us is mandatory, some of it is provided 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 of your child's information to us or if you have a choice in this.

How long do we retain your data?

We retain your child's personal data according to UFS Policies.

Medication records and accident records are kept for longer according to legal requirements.

Any paper records forming part of your child's learning journey are handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements and pass on to next setting/Primary school. (see our Children's and Provider Records policies).

Who we share your child's information with

We routinely share your child's information with:

- Ofsted – during an inspection or following a complaint about our service

- our Local Authority (where you claim free childcare as applicable)
- the government's eligibility checker (as above)
- our setting software management provider (if applicable)
- the school that your child attends after leaving us
- the Department for Education (DfE)
- United Schools Federation (other schools within the federation where applicable)
- I-West (Data Protection Officer) when applicable

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our or others rights, property or safety

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

The Early Years' Census and 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 children accessing funded childcare to the DfE as part of statutory data collection through the 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-your-child's-database-user-guide-and-supporting-information>.

The department may share information about your child 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 your child's 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 your child's information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-your-child's-database-requests-received>
- To contact DfE: <https://www.gov.uk/contact-dfe> Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you or your child. To make a request for your personal information, or be given access to your child's educational record, please contact us in the first instance:

Saplings, Millennium Centre, Biltor Road, Ipplepen, Newton Abbot, TQ12 5SD.

Where appropriate, **this request will be shared with our Data Protection Officer at I-West** (Audit-West a subsidiary of Bath & North East Somerset Council).

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 Executive Headteacher, Mr. M. Harding, St. Michael's C .of E. Nursery & Primary School, Church Street, Kingsteignton, Newton Abbot, Devon, TQ12 3BQ

Policies and Procedures

All of our policies and procedures are covered by the United Schools Federation