

What information do we collect?

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Children's Act 2014.

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 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
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information

For more information on our data collection and use, please see our Data Protection Policy and Privacy Notices via the School Office or on our webpage:

<http://www.westonzoylandprimary.co.uk/policies>

Data Sharing Leaflet for Parents



How Do We Share Data?

We routinely share pupil information with: schools that the pupil's attend after leaving us, our local authority and the Department for Education (DfE). This data sharing underpins school funding and educational attainment policy and monitoring.

We use Arbor as our Management Information System, My Concern (<https://www.myconcern.co.uk/>), Tapestry (<https://tapestryjournal.com/>) and Testbase (<https://www.testbase.co.uk>) for statutory, assessment and safeguarding purposes, which means that personal data is shared and stored securely with these companies.

Data may also be stored securely on school computers, our school server, on encrypted iPads and memory sticks. For statutory, safeguarding, assessment and organisational purposes, we may have paper copies of some data (eg. times tables test score sheets, phonic scores, house point lists).

	Our school website (http://www.westonzoylandprimary.co.uk/) is used for sharing information with families and the wider community. We may use children's names, photographs and other information (such as achievements, year groups or interests) on the website which is stored by Juniper Education.
	All children in the Foundation Unit have a personal Learning Journal which contains photos, observations and pictures your child has experienced during their time with us. Tapestry enables you to follow your child's individual progress closely and reflect upon their achievements with your child, linking with other settings if necessary. https://evlj.org/
	As part of our computing curriculum, some classes are signed up to Tinkercad https://www.tinkercad.com/ which is 3D modelling software. The children are provided with a class code and then a nickname to log in. We share class names and children's names with Tinkercad and any work created is stored securely by them.
	We use Class Dojo (https://www.classdojo.com/) to encourage positive behaviour and increase motivation in line with our behaviour policy. This has been very successful and the children really enjoy collecting Dojo points. We share class names, children's names and behaviour records (points earned) with the website which is securely stored by Class Dojo.
	We use Google Classroom for home learning and setting homework. The children are given a email address (not able to receive emails) and password to log into the system. We share class names and children's names with Google Classroom and then any work created is stored securely by the website.
	We are in the process of moving over to ParentPay to manage bookings for clubs, school meals and trips. The minimum necessary pupil information is shared by the school in order to set up accounts.