

# St. Augustine's Catholic Primary School and Nursery

A HANDBOOK FOR PARENTS  
2016 - 2017



# Welcome to St. Augustine's

St. Augustine's School is situated in Bellingham, in the Parish of Our Lady of the Annunciation and Saint Augustine, Beckenham Hill. We are mainly a parish school although some pupils come from Downham, Catford, Bromley and Beckenham.

## Aims of the school

To provide:

- a safe and happy learning environment
- a broad based, balanced curriculum
- high standards of teaching
- an expectation that all children will work towards achieving their personal best

## We provide an environment that supports

### Catholic parents

- where the prayers and teachings of the Church are respected and handed on
- where there is evidence of love of God, love of ourselves and love for each other
- where forgiveness and reconciliation are seen in practice
- where truth and endeavour are praised and celebrated



**Archdiocese of Southwark  
Lewisham Education**

**St. Augustine's Catholic Primary School and Nursery**

A Voluntary Aided Primary and Nursery School

**Dunfield Road**

**London SE6 3RD**

**Telephone 020 8698 6083**

**Fax 020 8461 2131**

**Email: [info@staugustines.lewisham.sch.uk](mailto:info@staugustines.lewisham.sch.uk)**

**Website: [www.staugustines.lewisham.sch.uk](http://www.staugustines.lewisham.sch.uk)**



## Mission Statement

*“Every member of the school is unique in the sight of God.*

*Our community is based on living the Gospel Values and leading our children towards a lasting belief in the Catholic Faith.*

*We provide the highest quality education to enable children to reach their full potential and be thoughtful, compassionate and effective citizens.”*



## **General Information**

The school was established in 1928 to provide an education for the children of Catholic families moving into the newly built London County Council Bellingham Estate. It has been extended to make full provision for the education of children from three to eleven years of age. There are seven classrooms, a nursery, two offices and other smaller group rooms. Infants and juniors have separate toilet facilities. There are places for 210 children in the main school and a further forty part time places in the Nursery.

## **School-Parish-Community Links**

The Parish Priest, Father Sam is a frequent and highly regarded visitor to the School. The pupils regularly attend Mass in Church. Members of the parish community prepare the children for the sacraments of Reconciliation and Eucharist. The school supports this through the 'Come and See' RE programme of study.

The pupils and staff raise funds regularly for local, national and international charities. Grocery parcels are delivered to those in need at Harvest Festival. Every Christmas, the children support a local charity appeal. Throughout the year, we also support many diverse charities and fund raising events often nominated by the pupils, individually or through the School Council.

Parents and members of the community come to school to share experiences for events such as the International Picnic Day.

## **Admission to the school**

The admission number agreed between the governors and the LEA is 30 pupils per class. Children are admitted in accordance with the Governors' Admission Criteria.

Admission for Pupils with an Education, Health & Care Plan (EHCP) is via the Local Education Authority's SEND procedures. Disabled pupils without an EHCP are admitted via our normal Admissions Policy. Entrances and exits have been adapted; disabled toilets, appropriate signage and storage facilities have been included in these modifications.



## **The Curriculum**

There are three stages to Primary school education; Foundation, Key Stage One and Key Stage Two. The curriculum for the 3 – 5 year olds is known as the Foundation Stage. This curriculum is divided into seven areas, three prime areas are: Personal, Social and Emotional Development, Communication and Language and Physical Development and there are four specific areas: Literacy, Mathematics, Understand the World and Expressive Arts and Design. It forms the basis of all activities in the Nursery and Reception Classes where pupils learn through structured play activities.

The National Curriculum is taught throughout the school. Key Stage 1 covers Years 1 and 2, Key Stage 2 covers Years 3, 4, 5 and 6.

The core subjects of Literacy, RE, Mathematics and Science occupy the greater proportion of the timetable with Computing as an increasingly important subject. The foundation subjects are PE, History, Geography, Music, Art, Design Technology and Personal Health and Social Education (PSHCE). Links are made between different learning areas in order to reinforce pupils' learning.

## **Religious Education**

Gospel values influence everything that happens in our Catholic school. Through Religious Education, PSHCE, British Values as well as our monthly Gospel Values we aim to promote honesty, self discipline and confidence so that all children may develop a sense of fair assertiveness and have the courage to make good life choices. The Religious syllabus approved by the Bishops of England and Wales, 'Come and See' is used throughout the school and supplemented with a wide range of child friendly resources.

The Catholic ethos permeates all our actions and influences the way we lead our daily lives. As teachers we cannot give children the Faith. Families in their own homes nurture the growth of faith, the fostering and development of belief in God. We respect parents as the first teachers of the pupils in our care.

We aim to meet the wishes of parents by supporting the children on their Faith Journey in the following ways:

- ◆ beginning and ending every day with a prayer
- ◆ reflecting on the awe and wonder of Christ's presence in our daily lives
- ◆ celebrating Mass and feasts with the parish community
- ◆ celebrating God's word through simple Liturgical Services
- ◆ working with the home and parish in preparation for the sacraments
- ◆ using the Old and New Testament to help children know God and understand how Jesus encouraged us to live our lives
- ◆ developing real respect for each other as we all share in God's love
- ◆ developing honesty, truthfulness and an understanding of forgiveness and reconciliation in the spirit of our patron saint, St Augustine of Hippo



## Teaching and Learning

The school mission statement contains our commitment to the development of each member of the school community.

*“Every member of the school is unique in the sight of God.*

*Our community is based on living the Gospel Values and leading our children towards a lasting belief in the Catholic Faith.*

*We provide the highest quality education to enable children to reach their full potential and be thoughtful, compassionate and effective citizens.”*

As a Catholic school we place Christ at the centre as we endeavour to support and complement the good practice of your own homes. The Gospel Values of faith, hope, love, respect and forgiveness influence everything that goes on in the school community.

Teachers aim to develop a secure learning environment where every child learns to respond in a co-operative manner with confidence and independence. We believe in every child's right to equal access to a taught curriculum that involves their own life experiences and develops and extends their understanding of it. The whole staff aim to provide learning experiences that strengthen pupils' skills and understanding as well as challenging their curiosity for learning. Pupils are encouraged to have a positive attitude to their learning, to each other and to themselves. They are encouraged to become active participants in their own learning through setting targets (some teacher directed and others set by themselves), and then matching their progress against them.

Teachers use different styles of teaching in order to help pupils learn

- Whole class teaching
- Small group teaching where pupils may be encouraged to work collaboratively
- Shared and guided activities
- Individual research and independent study by more able pupils

Some pupils are supported by Teaching Assistants (TAs) or Individual Support Assistants (ISAs). The Nursery and Reception Class have full-time in class support from an NNEB or Support Assistant.

## Computing

All children at St. Augustine's have the opportunity to work with computers as well as data capture and digital equipment from Nursery through to Year 6.

They are taught how to use computing tools safely, responsibly and creatively in order to understand, create and analyse computer systems and to become digitally literate. Classes have timetabled lessons and access to laptops at other times to support learning across the curriculum.



## Personal Social, Health and Citizenship Education

Sex education is taught through PSHCE lessons and through the science curriculum. The focus is on physical growth, hygiene and reproduction, as outlined in the Science syllabus and on developing Christian, moral and emotional attitudes to relationships based on love and care of our families, ourselves and each other through the RE and PSHCE curriculum. Members of staff will answer children's questions honestly and with regard to the level of understanding of the child. Parents will be informed if staff feel that children's questions or behaviour require further input from home.

The school nurse gives talks to pupils on the importance of personal hygiene in her regular visits to school. Drugs education, smoking and alcohol abuse are covered by the taught curriculum.

### Behaviour

We foster a climate of mutual respect and expect that all pupils will behave in a polite and considerate manner. We help children to develop self-discipline and a sense of honesty and fairness as these are essential for children to understand and accept responsibility for their words and actions. Class teachers are responsible for the day to day care of the children and they build on the standard set by parents at home.

Our school 'Responsibilities' are essential for a safe and secure environment. We encourage pupils to use "Our Responsibilities" at all times. These reflect the attitudes and values that exist in the school community.

#### Our Responsibilities:

1. We do our best
2. We are courteous and polite
3. We listen to adults and do as they say
4. We ask for help with difficult problems
5. We take care of our environment

Pupils are involved in discussions on behaviour and 'Our Responsibilities' through Assemblies and the PSHCE Curriculum. The School Council meets fortnightly and consists of representatives from each class, among other topics they discuss any behaviour issues that arise.

### Rewards

House points are awarded for good effort and work well done. Certificates are presented each week at the Special Friday Celebration Assembly.

### Sanctions

Sanctions for poor behaviour include: Time out and loss of playtime and Red Time (Yrs 2-6).

If a child refuses to accept the authority of the school and is persistently aggressive, rude or disruptive, the parents will be informed and invited into the school to discuss the matter.

When a child is consistently disruptive, violent or abusive he or she may be excluded from school either for a fixed time or permanently.



## **Health and Safety**

The safety of your children is of the highest priority to every member of staff. All staff are vigilant in making sure that the school is a clean, safe environment.

Pupils of the main school must enter the school via the gates by the front office. These gates are closed at 9.00am.

All visitors must use the entry phone to gain access to the school. Parents who help in school on a regular basis are required to complete a DBS form.

Regular risk assessments are carried out in order to maintain high standards of security. The school is a no smoking area. Dogs are not allowed in the playground. Bicycles/scooters must not be ridden on the school premises. No child is allowed to leave the grounds during the school day without permission.

Please inform the school, preferably in writing, if you need to collect your child for a medical appointment etc. Regular dental and medical appointments should be made outside school hours.

## **Child Protection and Safeguarding**

The welfare of the pupils is our priority. Staff will report any concerns about pupils, parents, visitors, volunteers or other staff members to the Headteacher, in confidence, if they have any concerns about this issue. Children are encouraged to speak out about any behaviour which upsets or worries them.

The school is committed to keeping all children safe. If children make reports that concern us, either of school issues or those outside of school, we will listen, record what is heard and if what is said is judged to be serious and substantial, report our findings to the Child Protection Officer. Staff will never agree to withhold information which may allow harm to come to a child. In cases where there is reasonable cause to suspect that a pupil is likely to suffer significant harm, the school will set in motion enquiries necessary to safeguard and promote the child's welfare.

## **Equal Opportunities**

We are opposed to any form of discrimination on the grounds of ethnicity, gender, or ability. We expect high standards of work and behaviour and aim to support each child to reach his/her full potential. We practise reconciliation, never revenge, when learning how to deal with relationships in school.

## **Disability and Racial Equality**

All staff have a duty to promote disability equality, to promote good race relations and to ensure that no one is treated in a disrespectful manner because of his or her physical capacity, ethnic background, language or beliefs. The school has an action plan in place to ensure that we are continually renewing our vocation to the poor, the needy and the disenfranchised of the world.

## **Special Education Needs (SEN)**

Parents, Class Teachers and the Special Needs Coordinator (SENCo) identify children who are considered to be in need of additional learning support. This may be offered within the classroom through differentiation or by the withdrawal of children for small group or 1/1 targeted and personalised provision. Outside agencies may be involved to offer further guidance and support to parents and teachers.

All children receiving support whether they are on the SEN register or not, punctual or long term, are included in the school Provision Map, their progress and impact of support tracked and reviewed half termly by Teachers and SENCo.

In a minority of cases, a statutory assessment may be requested by the parent or school. An Education Health and Care Plan (EHCP) may or may not be issued by the LA. Not all SEN pupils go on to full assessment, some need short-term support. If the school is unable to provide adequate short-term support in order to meet the child's special needs, then a special school or school with a resource base i.e. Autism, Speech and Language unit may be recommended.

## **Swimming and Sport**

Swimming is taught in Years 3,4, & 5 . It is our aim for every pupil to swim 25 metres with confidence. All pupils have indoor and outdoor physical education lessons including gymnastics and dance. They practise a variety of sports skills and learn netball, football and basketball, hockey, mini cricket and rounders.

## **Accidents and Emergencies**

General First Aid will be administered for all minor injuries. Parents will be informed of any injuries to the head however trivial. The secretary will contact you by phone or a short note will be sent home with the child. If a child is badly hurt or becomes seriously ill in school, an ambulance will be called immediately. In the absence of a parent or carer a member of staff will accompany the child and remain with the child until a parent arrives. Please ensure the school has up-to-date information for emergencies.

## **Medicine in school**

Only medicine prescribed by a doctor will be given from a spoon at school. Parents must complete a medical permission form, available in the school office. The medicine must be delivered by an adult to the school office with the following written information:

- child's name - name and address of GP
- name of medicine . reason for medication - dosage

If your child has a serious health problem please make sure that the school has full details. Asthma sufferers should ensure a clearly labelled pump is in school.

## **Lost Property**

Please make sure that all articles of clothing are clearly marked with your child's name.

Woven name tapes may be ordered from the school office. A lost property box is kept near the school office. Unclaimed items will be disposed of at the end of each half term.

## **Jewellery**

Earrings: in the interest of health and safety, only small plain studs may be worn. Simple, safe, unobtrusive watches **are** allowed. At all times, these are the child's responsibility. Staff will not be responsible for any jewellery brought into school.

## **Hair**

Pupils should not wear extreme hair fashions, which are designed to attract attention including styles such as Spikes, Mohicans and images or lines cut into their hair. Long hair must be platted or tied back.

## **Mobile Phones**

Children's **mobile phones are not** permitted in school.

## **Homework**

At the beginning of the year, teachers will provide parents with information about class routines, homework and topics. The most important way that parents can assist in their children's learning is by ensuring you listen to your child read on a regular basis. As well as this, we encourage you to support your children with tables, spellings and various work sheets and research topics that may be sent home.

## **Parents and School**

You know your child better than anyone else and therefore we are happy to form a partnership with you to share that knowledge and to hear of your expectations for your child.

If you are concerned about anything that is happening to your child in school please come and talk to the staff about it as soon as you are aware of it. You are encouraged to speak to a member of staff whenever the need arises but it is always best to make an appointment for the end of the day.

A home/school agreement is given to every family at the beginning of their time in the main school in which parents, teachers, pupils and governors make promises to work collaboratively for the good of the school and all those in it.

Parents are welcome into school as voluntary helpers and actively encouraged to help on school trips.

## **Reporting progress and achievement to parents**

There are two parent teacher meetings, one in the Autumn and Spring Term, when parents meet formally to discuss their child's progress in school. Parents receive a written report at the end of each school year; parents may also meet with the class teacher to discuss the report if necessary. Parents are also invited to comment on the contents of the report; the written contributions are valued by the staff and used to support your child's future learning.

## **Charging Policy**

Parents will be asked to make voluntary contributions to fund additional activities, including day and residential trips. No child will be excluded from an activity because of inability to pay. It may be necessary however, to cancel an event if insufficient funds are received. Termly charges are made to those children who play instruments, apart from recorders for which there is no charge for lessons.

## **After school Clubs and activities**

The school runs a number of after school clubs. These vary from year to year and can include: football, netball, arts & crafts, cycling, cooking and construction. If you have a skill which you would like to pass on to small groups of children, please contact the school to discuss the possibility of setting up a club.

## **Newsletters**

A monthly newsletter is sent to every family. It gives details of forthcoming events, general reminders and any news relevant to the school community.

Other information made available to parents includes Governing Body documents, and information about whole school and curriculum policies. Parents' copies of School Policies are available from our website or via the school office.

## **School Meals**

Our School meals are prepared fresh every day by a dedicated team of chefs and kitchen staff and offers a healthy and tasty meal to support pupils' development in School. The menu is posted up in the hall and runs on a two weekly cycle. From September 2014 all pupils in Reception, Year 1 and Year 2 are eligible for Free School Meals (FSM).

Children may bring a healthy packed lunch if this is preferred (no peanut butter or any form of nuts or sweets). Only water to drink.

Children are only allowed to change from school dinners to packed lunch half termly. The cost of school lunch for Juniors is £1.90 per day.



## School Snacks

**Foundation Stage and Key Stage 1** -Our school is part of the Fruit in School scheme. This means that these children will be offered a piece of fruit daily, usually in the morning.

**Key Stage 2** -If your child becomes hungry mid morning, you may send them to school with a piece of **fresh fruit** only. Junior children may bring in **water** in a plastic transparent bottle. However the water in the classrooms is drinking water and there are water fountains in the playground.

## Parents Parking

Parking is very limited at either end of Dunfield Road. Please keep the zig-zag area free to allow children a safe passage into school. Please take special care not to obstruct the school gates. The school is fully involved in **Walk to School** activities and car drivers are regularly requested to Park and Stride.

## Complaints Procedure

Your concerns will always be dealt with promptly and confidentially by the staff. Usually it is possible to sort out problems by informal means but, if the issue is more difficult to resolve, you may see the Headteacher. If there is still no solution, you should write making a formal complaint to the Chair of Governors who will arrange to investigate the matter.

*Copies of the Complaints Procedure and all school policies are available at the main office*



## The School Day



### Nursery:

Morning session 8:45am - 11:45 am  
Afternoon session 12:30 pm - 3.30 pm

### Infants:

Morning session 9am - 12 noon  
Afternoon session 1.00 pm - 3.15pm



### Juniors:

Morning session 9am - 12.30pm  
Afternoon session 1.30pm - 3.15pm



## Supervision

There is no playground supervision before 8.30 am. Pupils are not allowed on school premises before this time. Children go into school from 8:45am; Register 9:00am prompt.

Children should be collected promptly after school, as they become very anxious when they are not met.

Most children in our school are collected regularly and on time. The school understands that sometimes emergencies and unexpected delays do occur. In these circumstances, parents or carers should telephone the school immediately to keep us and your children informed.

## Registration

**It is a legal requirement that pupils must be present for the calling of the register.**

If your child is late for school bring him or her into the office.

If your child is unable to attend school please telephone between 8-8.45am and leave a message for the class teacher. The office staff will also phone parents regarding absence if we have not heard from you. Attendance and punctuality figures are published on your child's end of year report.

## Holiday Requests

**We urge parents not to take holidays in school time.** Headteachers may **not** grant any leave of absence during term, unless there are exceptional circumstances. The Educational Welfare Officer has the powers to issue penalty notices (fines) to a parent who fails to ensure their child's regular attendance at school.

**Research shows a direct link between good attendance and school achievement.**

## School Governors (2016-17)

The governors, who are representative of the school community, have overall responsibility for the school. The Bishop appoints Foundation Governors (they act to protect the distinctive nature of this Catholic school). The Local Authority and staff have representatives and other governors are elected by parents. The Governors visit the school and each governor has an area of particular interest or responsibility. Their guidance is paramount to the school's stability and success.

Mrs H Jarvis - Headteacher

### Foundation Governors

Father Sam

Mr N O'Shea (Chairperson)

Mr O Agho

Mr R Williamson

Mrs A Tetteh

Mr G Coutinho

Mrs T Odumade

**LA Governor** Miss J Fernandes

### Staff Governors

Mrs H Jarvis (Headteacher)

Mrs B Thomas

### Elected Parents

Mrs C Arthur-Davis (Vice Chairperson)

**Vacancy:** Election Sept 2016

**Clerk to the Governors:** Ms. K. O'Brien

If you wish to contact any governor you may do so through the school or the Clerk to Governors.



## School Uniform

A high standard of personal appearance is expected of all the pupils at all times. This gives a sense of belonging and equality. It promotes a good work ethic and it eliminates peer pressure.

All pupils from Reception to Y6 wear a school sweatshirt or school cardigan which can be bought through the school website and delivered to the school office. Children should wear sensible, warm and plain coloured coats.

**Fashion fleeces and 'hoodies' are not allowed, except for the official school fleece which is for outdoor wearing only.**

**Boys** Grey trousers or tailored shorts and pale blue shirts

**Girls** Winter: Grey skirt/trousers or pinafore and pale blue blouse

Navy blue, black, grey or white tights or socks

Summer: Blue gingham dress

Children should wear sensible shoes (not trainers or boots) that will allow them to run, skip and play safely in the school playground.

### Nursery (optional)

Navy blue track suit and pale blue polo shirt

Navy shorts and pale blue T shirt for the summer

### PE

Navy blue/ black shorts, white T shirt, trainers or plimsolls.

Plain navy/ black track suits for winter.

School PE bag, which should remain in school.

- Long hair must be tied up or plaited.
- Small plain studs may be worn.

School uniform can be purchased on-line via the school website

[www.staugustines.lewisham.sch.uk](http://www.staugustines.lewisham.sch.uk)

Follow the link to 'School Trends' in the Parents Zone



## St Augustine's School Staff September 2016

Headteacher	Mrs Jarvis
Deputy Headteacher (acting)	Ms Maat
School Business Manager	Mrs Santarossa
Nursery Teacher	Mrs Power
Nursery Nurse	Mrs Young
Reception	Mrs Caballero
Year 1	Ms Mcguire
Year 2	Ms Maat
Year 3	Mrs Scheuermann
Year 4 (Job Share)	Mrs Donnelly & Ms Walcott
Year 5	Mrs Akpuogwu
Year 6 (Job Share)	Mrs Salako & Mrs Thomas
<i>Learning Support Staff</i>	
SENCo	Mrs Bayouni
Support Assistant	Mrs Borgese
T/A(SEN)	Ms Cooper
T/A(SEN)	Ms Allen
T/A(SEN)	Miss Kaseba ; Mrs Zefi
Admin Assistant	Mrs Carcavella
Admin Assistant	Ms Galligan
T/Ass Reception	Mrs Stevens
T/Ass Reception (pm)	Mrs Lecomber-Baker
T/Ass - Year 1	Mrs Coutinho
HLTA - Year 2	Ms Clark
T/Ass - Year 3	Mrs Brady
T/Ass - Year 4	Miss Buckland
T/Ass - Year 5	Mrs Lecomber-Baker
T/Ass - Year 6 (am)	Mrs Prioleau
(ICT Support Staff)	Mrs Lemard
PE	TBA
Music Teacher	TBA
Lunchtime Supervisors	Mrs Bagnall Ms Clark Mrs Stevens Mrs Walding Mrs Prescott
Premises Officer	Mr Kember
Catering Staff	TBA

## St Augustine's Catholic Primary School Publication Scheme

*Our full title and address for sending requests for any documents is: **St Augustine's Catholic Primary School, Dunfield Road, Bellingham, London SE6 3RD** - the person responsible for maintenance of this scheme is the Headteacher.*

### 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form at present. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### 2. Aims and Objectives

The school aims to:

- Give children an excellent start in education based on the Gospel values of our Catholic religion so that they have a better foundation for learning,
- Enable all young people to develop and equip themselves with the skills, knowledge and personal qualities needed for life and work,

**and this publication scheme is a means of showing how we are pursuing these aims.**

### 3. Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future – this is split into categories of information known as ‘classes’ these are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topics areas:

- **School Prospectus** – information published in the school prospectus.
- **Governor's Documents** – information published in the Governors Annual Report and in other Governing Body documents.
- **Pupils & Curriculum** – information about policies that relate to pupils and the school curriculum.
- **School Policies** - information about policies that relate to the school in general.

#### **4. How to request information**

You can request a copy of the information you want from the contact detailed below.

If the information you're looking for isn't available via the scheme, you can still ask if we have it. You can contact the school by telephone, email or letter. Email:

**info@staugustines.lewisham.sch.uk Tel 020 8698 6083**

Contact Address: **St Augustine's Catholic Primary School Dunfield Road, Bellingham, London SE6 3RD**

To help us process your request quickly, please clearly mark any correspondence  
**"PUBLICATIONS SCHEME REQUEST"**

#### **5. Paying for information**

Single copies of information covered by this publication are provided free unless stated otherwise in the annex. If your request requires additional work there may be a charge.

## Privacy Notice - Data Protection Act 1998

We St Augustine's Catholic Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact ***Mrs J. Santarossa (School Business Manager)***

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.lewisham.gov.uk/EducationAndLearning/Schools/ExamsTermDates/PersonalInformationSchools.htm> and <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%200Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- Data Protection Officer, **London Borough of Lewisham**  
Room 203, Town Hall  
Catford  
London  
SE6 4RU  
Email: [data.protection@lewisham.gov.uk](mailto:data.protection@lewisham.gov.uk)  
Telephone 020 8314 9928  
Fax 020 8314 3429  
website: <http://www.lewisham.gov.uk/ContactUs/Contacts/DataProtectionAct.htm>
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.