



St Paul's Church of England Academy

A part of the Diocese of Chichester Academy Trust



Academy Prospectus
2025-26

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St Paul's CE Primary Academy



Co-Headteachers- Miss Maria Kiniari and Mr Tom Glenn

Chair of Governors - Mr Piers Claughton

Introduction

St Paul's is a Church of England Academy within the Diocese of Chichester Academy Trust (DCAT). The Academy caters for children between the ages of 2 and 11 years. The majority of the children, who come from the local area, go on to secondary schools in Hastings. We can accommodate 667 pupils on roll with 90 pupils in each year group, a maximum of 30 pupils in each class and 57 children in the nursery.

St Paul's CE Primary School converted to an Academy on 1st August 2016 joining the DCAT multi-academy trust to become St Paul's CE Academy. The academy is part of a countywide DCAT Hub including other church academies, both primary and secondary. The academy works closely with the hub sharing staff training, moderation of work and countywide developments.

St Paul's has a fine history; it was opened on the present YMCA site in 1871, where for over 90 years, it was known as a school where the children worked hard and achieved good standards. This tradition for academic excellence continued when the school moved up to its present Horntye Road site in 1962. Today, everyone at St Paul's is committed to helping each child realise their potential, within a friendly church academy environment, where consideration for others is given a high priority.

The academy has a strong partnership with St Matthew's Church and continues to strengthen its links with the local community.

Mission Statement

Within a Christian environment, we aim to provide a beacon of light to guide children on their journey through life, equipping them with the values which will allow them to flourish and lay the foundations for their future development.

Every adult is committed to being inspirational; sharing their knowledge, interest and passions; creating life-long learners who are confident exploring, navigating and developing their understanding of the world around them.

As a Church of England Academy, we take every child on a Christian journey which encourages their personal spiritual growth and teaches them to show understanding for other faiths.

Our Academy aims:

- ❖ To offer a Christian foundation, based on Church of England beliefs on which our children can build their lives
- ❖ To provide education of the highest quality within the context of Christian beliefs and practices
- ❖ To enable every child to fully develop their skills in all areas of the curriculum, with an emphasis on the moral, spiritual and social aspects of academy life
- ❖ To encourage an understanding of the meaning and significance of faith and promote Christian values through the experience we offer all our pupils
- ❖ To develop effective, positive partnerships between home, academy, the Church and community and encourage a sense of worth in the lives of all those involved in our academy

Learning must be challenging, exciting and fun, delivered through methods which are creative and varied so our children are motivated to learn, develop skills and attitudes needed to become active, responsible, citizens able to make informed choices in the 21st century.

Academy Christian Values

'Let your light shine'

- To **persevere** in all we do.
- To show **respect** for each other and the world around us.
- To **forgive** others when they hurt us.
- To always be **honest** and tell the truth.
- To **serve** others.
- Give **thanks** to God for all he does for us.

Local Governing Body		
Name	Governor Type	Link Role
Miss Maria Kiniari	Co-Head, Ex Officio	
Mr Tom Glenn	Co-Head, Ex Officio	
Mr Piers Cloughton (Chair)	Business & Community	Health & Safety & Staff Wellbeing
Ms Alison Lawless	Business & Community	Safeguarding & Behaviour
Mr Rob Smith	Parent	Teaching & Learning
Mr Josh Barrett	Staff	SEND
Danni Gregory (DCAT)	Clerk to Governors	



Staff List 2025/26

Senior Leadership Team				
Maria Kiniari & Tom Glenn Co Headteacher				
Peter Trimmings Assistant Headteacher EYFS & KS1 Manager, Deputy Designated Safeguarding Lead			Lorna Watson Assistant Headteacher KS2 Manager, Personal Development, Behaviour and Attendance Lead	
Ian Smith SENDCo, DSO & Inclusion Lead	Nikki Hodgson Pupil Premium Lead and TA's/MDSA Line Manager	Laura Godden Maths Lead	Kim Morley Designated Safeguarding Lead	Tracy Webb Head of Administration

Teaching Staff			
Nursery	Mrs K Snyman Mrs A Brown Mrs C Haines Miss E Barnes-Nelson	Nursery Manager/Teacher Senior Nursery Practitioner Practitioner Practitioner	Nursery SENDCo & DSO
	Mrs S Owens Miss E Sears	Unqualified Nursery Assistant Unqualified Nursery Assistant	
	Mrs H Paulizky	Nursery Finance & Admissions Officer	
Reception Classes	Mrs L Blake Mrs A McCallion	Class Teacher Teaching Assistant & MDSA	EYFS & KS1 PE Lead
	Mrs B Carr 0.6 Mrs K Claydon 0.4 Miss D Buick	Class Teacher Class Teacher Teaching Assistant	Computing Team Maths Team
	Miss S March Mrs N Rose	Class Teacher Teaching Assistant & MDSA	ECT
Year 1 Classes	Miss L Blackman 0.6 Mrs L Gray 0.4 Miss J Hallam	Class Teacher Class Teacher Teaching Assistant & MDSA	Science Lead [EYFS 7 KS1]
	Miss H Isden Mrs D Wade	Class Teacher Teaching Assistant & MDSA	
	Miss L Godden Miss H Tabib	Class Teacher Teaching Assistant & MDSA	Maths Lead
Year 2 Classes	Ms H O'Donnell 0.6 Mrs N Hodgson 0.4 Mrs K Fitzgerald	Class Teacher Class Teacher Teaching Assistant & MDSA	Geography Lead Teaching Assistant, MDSA & Pupil Premium Lead
	Mrs J Smith Miss H Towner	Class Teacher Teaching Assistant & MDSA	Equality & Diversity Lead
	Miss M Coleman Mrs S Ferguson	Class Teacher Teaching Assistant & MDSA	History Lead
Year 3 Classes	Miss G Hall Mrs R Cooper	Class Teacher Teaching Assistant	PSHE lead Senior MDSA
	Mr J Barrett Miss R Langham	Class Teacher Teaching Assistant & MDSA	PE Lead (KS2)
	Miss C Roser Mrs T Bennett	Class Teacher Teaching Assistant	ECT
Year 4 Classes	Miss A Bishop Miss C Howard	Class Teacher Teaching Assistant & MDSA	PSHE lead
	Mrs V Lawson 0.6	Class Teacher	Performing Arts Lead and Geography

	Ms T Shackel 0.4 Mrs C O' Brien	Class Teacher Teaching Assistant	Art Lead
	Mrs H McCullough Mrs K Wickham	Class Teacher Teaching Assistant & MDSA	Foreign Language Lead
Year 5 Classes	Mr E Russell Mrs T Johnston	Class Teacher Teaching Assistant & MDSA	
	Mr J Morton Miss S Barnett	Class Teacher Teaching Assistant & MDSA	RE Lead
	Miss E Young Miss H Scott	Class Teacher Teaching Assistant & MDSA	Computing Lead
Year 6 Classes	Miss E Campbell- Marshall Mrs A Field	Class Teacher Teaching Assistant & MDSA	Mental Health & Wellbeing Team
	Mrs K Goodsell Mrs L Bull	Class Teacher Teaching Assistant	Phase Leader
	Mr C Ward Mrs Z Fairweather	Class Teacher Teaching Assistant & Senior MDSA	DT Lead (playgrounds)
Other Teachers	Miss M Watson 0.4 Miss A Yates 0.4 Mrs E Lewis 0.4 Mr C Brown 0.6 Miss C Laskey 0.6 Mr L Heys	Music PPA cover from T3 PPA cover from T3 Pupil Premium interventions Pupil Premium Teacher Bank Teacher	Currently on maternity leave Currently on maternity leave Worship Lead Currently on maternity leave
HLTAs	Mrs A Hughes Mr S Mc Gowan Mrs E Lewis [0.4 from T3] Miss A Yates [0.4 from T3]		

Learning Support Hub - The Harbour		
Learning Support Staff	Ian Smith Vacancy Mrs S Webber	SENDCo, DSO & Inclusion Lead Inclusion Administrator Behaviour Support Lead
	Miss N Fowle Mrs T Jordan Miss E Williamson Mrs M Taylor Miss E-G Newman Miss M Morland	Individual Needs Assistant Individual Needs Assistant Individual Needs Assistant Individual Needs Assistant Individual Needs Assistant Individual Needs Assistant
	Mrs L Saxby Mrs J March Vacancy Mrs D Harmer	HLTA - Nurture Specialist Teaching Assistant 4 - Speech & Language Specialist SENd TA3 EAL Specialist

Administration Team		
Office	Mrs T Webb Mrs H Wallbank Mrs L Beaumont Ms N Jooshandeh Mrs H Paulizky	Head of Administration Attendance and Admissions Officer Receptionist & Finance Assistant Receptionist Nursery Finance & Admissions Officer / Receptionist

Midday Supervisory Assistants		
MDSAs	Mrs A Aukett Mr D Fryers Miss Kate Potter	Miss N Blackwell Miss A Leitch Miss D Stafford

Extended Schools		
Extended Schools Provision	Mrs T Webb Mrs Fairweather Mr D Fryers Mrs A Aukett Miss J Pearce Miss L Beasley Miss H Scott Miss N Fowle Miss H Webb Mrs H Paulizky	Extended Schools Manager Breakfast Club Room Lead & Splash Club Assistant Splash Room Lead & Breakfast Club Assistant Extended Schools Assistant Extended Schools Assistant Extended Schools Assistant (Bank) Extended Schools Assistant (Bank) Extended Schools Assistant (Bank) Extended Schools Assistant (Bank) Extended Schools Administrator

Premises Staff		
Premises Staff	Mrs N Henshaw Ms K McDonald Mr S Jordan	Operations Manager Site Assistant Site Assistant (12.15pm - 6.15pm)

Admissions Arrangements

The arrangements for the admission of children to our academy at age 4+ are made by East Sussex County Council. Our nursery has their own arrangements please see the Nursery Admissions Policy for information. A detailed description of the arrangements is available online at www.eastsussex.gov.uk

The admissions criteria for St Paul's CE Academy for 2026/27 are as follows:

1. Looked after children, children who were previously looked after or Internationally Adopted Previously Looked After Children.
2. Siblings of children on the roll of St Paul's CE Academy at the time of admission.
3. Children of parents who have been members of staff at St. Paul's CE Academy continuously for the two years prior to the application for admission; or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who attend the St. Paul's CE Nursery. They must attend a minimum of 15 hours per week for the whole academic year prior to starting school (September-July).
5. (For applicants in the normal admission round) Children or families with an exceptional

medical and / or social need. Supporting evidence from a professional is required such as a doctor and / or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. The evidence must confirm the child or family's medical or social need and why that makes it essential that the child attends the academy rather than any other. If evidence is not submitted by the application deadline, the medical and / or social need cannot be considered.

6. Children living within the community area that has been designated to the school / academy.

7. Any other children.

Tie Breaker

If there are more children who qualify under an oversubscription criterion than there are places available, place allocation will be determined by prioritising applications within that criterion, based on the shortest route from home to school using surfaced, passable routes.

Admission Decisions

Parents are welcome to visit the school, please contact the academy office for information.

When our academy is oversubscribed, a decision to refuse admission will be made by the Academy Admissions Officer.

Published admission limit for September 2026 – 90 pupils

In accordance with Government Legislation, the number for the three Reception classes (and in addition Year 1 and Year 2 classes) is set at 30 pupils per class.

School Worship and Religious Education

The Academy is in the parish of St Matthew's Church and a representative from the church leads worship every Monday morning. A daily act of Worship takes place and is Christian based, this draws and reflects on the traditions of the Church of England, as well as celebrating, and exploring, the values of the academy and all that it represents. The Co-Headteachers, staff members and pupils participate in these assemblies which may be whole academy, key stage or class based.

We continually forge links between the Academy and the wider Christian Community; guest speakers are invited to lead worship. Parents are invited to attend special acts of worship, where appropriate, throughout the year.

Religious Education - Christian teaching is based on the principles of the Church of England, aiming to promote pupils' spiritual and moral development across the whole curriculum, in accordance with the East Sussex County Council's agreed syllabus. In accordance with statutory requirements, pupils also learn about other religious faiths and festivals. We aim to help children to achieve a knowledge and understanding of all faiths and to develop their own beliefs, whilst recognising and respecting the rights of others to hold differing beliefs.

As this is a Church Academy, it is expected that all children will participate in both these activities. Whilst parents have a right to withdraw their children from Religious Education and/or Collective Worship, this will not separate pupils from the religious life of the school.

A class prayer is said before lunch in class and at the end of the day. Should a parent wish to withdraw their child, they should put their request in writing to the Co-Headteachers.



Curriculum Organisation

Brief Details of National Curriculum Core Subjects

English

At St Paul's CE Primary Academy we aim to provide each child with excitement, challenge and the ability and confidence to meet the needs of an ever-changing society. Their experiences in English will enable them to:

- Speak clearly, audibly and with confidence in ways, which take account of their listeners.
- Listen with concentration in order to be able to identify the main points of what has been heard.
- Develop their abilities to reflect on their own and others' contributions and the quality of language used.
- Develop their imaginative and expressive use of language by taking an active part in role play and drama.
- Read fluently and accurately, with understanding and enjoyment, a wide range of texts, using appropriate reading strategies.

- Develop their responses, both personal and critical, and enable him/her to evaluate and appreciate wider meanings within different texts.
- Be able to write in a range of genres, organising content, style and vocabulary appropriately. Pupils will be encouraged to develop a legible, joined handwriting style and become competent in their use of Information Communication Technology to support their learning in English.
- Increase the child's ability to use planning, drafting and editing to improve their work.
- Apply their English skills to other curriculum areas.
- Our Home/Academy Reading Program involves parents in the development of their child's reading skills and attitude to literature. We hope that parents will support their child's learning by reading with them each day.

Mathematics

At St Paul's, we aim to inspire all children to reach their full academic potential. In Mathematics, this means ensuring a curriculum that is fully inclusive of all children which:

- Develops children's knowledge and understanding of Mathematical concepts whilst enabling them to practice and sharpen skills and methods.
- Enables them to think critically and communicate their understanding.
- Gives them opportunities to apply learnt mathematical skills in different contexts across the curriculum.
- Provides opportunities to develop problem-solving skills useful for maths and across the curriculum.
- Parents are encouraged to support their child in learning times tables and other key number facts.

Science

- It is our vision at St Paul's to instill a lifelong love of Science within our pupils.
- Science teaching aims to give all children a strong understanding of the world around them whilst acquiring specific skills and knowledge to help them to think scientifically; to gain an understanding of scientific processes and also an understanding of the uses and implications of Science, today and for the future.
- Scientific enquiry skills are embedded in each topic the children study; these topics are

revisited and developed. This model allows children to build upon their prior knowledge and increases their enthusiasm for the topics whilst embedding this procedural knowledge into the long-term memory.

- All children are encouraged to develop and use a range of skills including observations, planning and investigations, as well as being encouraged to question the world around them and become independent learners in exploring possible answers for their scientific based questions.
- Specialist vocabulary for topics is taught and built up, and effective questioning to communicate ideas is encouraged.
- Concepts taught are reinforced by focusing on the key features of scientific enquiry, so that pupils learn to use a variety of approaches to answer relevant scientific questions.
- From Reception through to Year 6, pupils build upon a body of key scientific knowledge, skills, vocabulary and concepts.
- Pupils are encouraged to develop a sense of excitement and curiosity about both man-made and natural phenomena and the world around them.
- In addition, we provide our children with wider opportunities in Science and make links to other curriculum subjects.

Computing

At St Paul's we believe that every child should have the right to a curriculum that champions excellence, supporting pupils in achieving to the best of their abilities. As technology has advanced, we understand the value technology and our Computing curriculum plays in supporting pupils within day-to-day life.

The school's aims are to:

- Provide a purposeful, challenging and enjoyable curriculum for Computing for all pupils.
- Meet the requirements of the national curriculum computing programmes of study.
- Utilise computing to enhance other learning opportunities across the curriculum.
- Continue to monitor and respond to new developments within the curriculum and technology.
- Equip pupils with the confidence and capability to use computing throughout their later life.
- Develop the understanding of how to use computing safely and responsibly.
- Instill critical thinking, reflective learning and a 'can do' attitude for all our pupils, particularly when engaging with technology and its associated resources.
- Teach pupils to become responsible, respectful and competent users of data, information and communication technology.

There will be internet access during computing lessons where children are supervised by a teacher. There is a strong built in filtering system to restrict access to sites.

Music

- Our aim is to ensure that Music is an integral part of the curriculum as it provides invaluable opportunities for pupils to communicate their ideas and emotions through the exploration of artistic and social interaction.
- We pride ourselves in giving excellent music provision throughout the academy and have a strong musical tradition.
- We have an academy choir who perform at many events but also go out into the community to sing.
- Children also have the opportunity of instrumental lessons in a variety of musical instruments provided on a fee-paying basis by outside organisations.

Children with Special Education Needs and Disabilities

St Paul's has a large Learning Support Hub called, " The Harbour."

Our aim is to ensure that we meet the needs of all individuals within our academy and support every child to make progress and reach their God given potential. We monitor, closely, children who may be vulnerable to underachievement due to additional needs such as learning difficulties, social, emotional and behaviour difficulties, children with English as an additional language and children in care.

The academy implements the **SEND Code of Practice** and children with difficulties are placed on the academy **SEND register** following the guidelines set by East Sussex County Council. Children on the SEND register are entitled to additional and/or different provision and this is planned from setting small step targets on individual education plans. Additional support for children on the SEND register is provided mostly within the classroom with the support of the class teacher and teaching assistant in liaison with the SENDCo. Where appropriate, children are supported through additional small group or individual work outside of the classroom; this is delivered in the inclusion department by teaching assistants.

The academy has close links with outside agencies including:

- Early Years Team
- ASD Monitoring Service
- Speech and Language Therapy Service
- Occupational Therapy
- School Nurse
- Education Futures Trust
- Educational Psychology
- TEALs (Traveller and English as an Additional Language Service)

- Communication, Learning and Autism Support Service (CLASS)
- Education Support, Behaviour & Attendance Service (ESBAS)
- ISEND
- Virtual Schools

We work closely with these professionals to access training for staff and devise highly personalised programmes of support for children when the need arises.

We have been awarded the Stage 2 Dyslexia Friendly Award which recognises the strategies to support learning which forms part of all teachers' everyday teaching practice. We pride ourselves on a highly visual learning environment.

Our SENDCo is available for consultation with parents.

Provision for Able Children

- We aim to identify, as early as possible, those children who are more academically gifted, or who have a particular talent for Sport or creative activities e.g. Dance, Music or Drama.
- Identified children receive challenging differentiated activities in the class setting.
- Subject Leaders provide planning support for teachers seeking to extend and enrich able pupils' learning experiences.

Personal, Social, Health and Economic Education

Aim of the St Paul's CE Academy Jigsaw PSHE policy

- In our school we choose to deliver Personal, Social, Health Education using Jigsaw, the mindful approach to PSHE.
- This provides pupils with the knowledge, understanding, attitudes, values and skills they need in order to reach their potential as individuals and within the community.
- Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of their school and communities. In doing so they learn to recognise their own worth, work well with others and become increasingly responsible for their own learning.
- They reflect on their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues that are part of growing up.
- They learn to understand and respect our common humanity; diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.
- We have a strong P.S.H.E. Curriculum, which aims to help children build the knowledge, skills

and attitudes needed to become safe, healthy, well balanced citizens of their academy and wider communities.

- We encourage children to have a healthy lifestyle and pupils can bring fruit to eat at morning break.
- Daily milk is provided for children under the age of 5 and can be ordered for over 5s each term to drink around morning break time, children should bring named water bottles, which are kept in class.
- East Sussex County Council currently provides free fruit for all Reception and Key Stage 1 children.

Relationship and Sex Education (RSE)

From September 2020, Relationship Education has been compulsory in all primary schools. To run alongside the Jigsaw curriculum, RSE lessons will be taught throughout the academic year.

Parents/carers have the right to withdraw their children from all or part of the Relationship and Sex Education provided at school except for those parts included in statutory National Curriculum Science. Those parents/carers wishing to exercise this right are invited to write to the head teacher and/or RSE subject leader who will explore any concerns and discuss any impact that withdrawal may have on the child. Once a child has been withdrawn, they cannot take part in the RSE programme until the request for withdrawal has been removed. Materials are available to parents/carers who wish to supplement the school RSE programme or who wish to deliver RSE to their children at home.

Sex and relationships topics can arise incidentally in other subjects, such as Science, and it is not possible to withdraw pupils from these relatively limited and often unplanned discussions. Parents will be given the opportunity to view the resources prior to them being used in class.

Out of Academy Provision

We provide a 'wrap around extended academy service' for our children. Our Breakfast Club runs from 7.45-8.40am. Children have the option to have a breakfast, and activities are provided for children. Our after school 'SPLASH Club' runs from 3.10-6.00pm. Children are provided with a snack and a wide range of inside and outside activities are facilitated.

Extra-Curricular Activities

A range of extra-curricular activities are available throughout the year. These clubs include:

- Football
- Drumming
- Art
- Dance
- Choir

- Multisports
- Drama
- Karate

Depending on the interests and current commitments of staff and children, new clubs can start at any time during the year. We welcome any skills that parents can offer and invite you to either run a club or assist our own staff (D.B.S. clearance would be needed).

Sport

Provision for sport has a high profile at St Paul's and we have been awarded The Schools Games Silver Award. Team games and athletic skills are taught as part of the on-going P.E. Curriculum, including traditional games of cricket, netball and football. Children have the opportunity to participate in inter-team sports and matches played against local schools, athletic competitions and cross-country. The school is fortunate enough to have a large playing field and ample playground space. We have an established BMX track with a coach giving class lessons every week, and welcome Source Park to give skateboarding lessons to key stage 2. A variety of clubs happen after school including: Football, Karate, Dance, Drama and Multisports. Children are also able to use our outside gym and our climbing wall which is one of the more recent additions to the Academy.

School Council

St Paul's has a School Council, which meets regularly. The aim is to give the selected class representatives a voice in the development and running of the academy. Pupils know that they are listened to and can make suggestions that will be taken seriously. Members of the Council are elected by their classmates for a period of one year.

Data Outcomes 2024-25

		Reading	Writing	Maths	RWM Combined
Working at 'Expected' Level or Higher	St Paul's CE Academy	84%	79%	80%	72%
	National average	75%	72%	74%	62%
Working at 'Higher' Level	St Paul's CE Academy	36%	17%	30%	10%
	National average	33%	13%	26%	8%

Progress between Year 2 and Year 6

	St Paul's CE Academy (average scaled score)	National (average scaled score)
Reading	106.4	106
Writing	N/A	N/A
Maths	105.4	105

Key: RWM = Reading, Writing, Maths combined

Positive Behaviour Policy

At St Paul's C.E. Academy we are very proud to be a culturally diverse and fully inclusive school that is committed to ensuring that we aspire to and achieve. We believe that positive behaviour is essential for effective teaching and learning.

We aim to:

- Provide a happy, healthy and safe environment where every child is valued and inspired to achieve and exceed their potential.
- Provide every chance to strengthen positive relationships with our families and the wider community.
- Provide an enriched curriculum every day, which will develop every child's self-confidence, resilience and passion for lifelong learning.
- Have high expectations and aspirations for the achievement of every child, providing them with high quality teaching and personalised learning opportunities every day.
- Respect the religious and cultural traditions of every child and in doing so, celebrate our British values and the diversity reflected within our school community.
- We want to encourage thoughtful, considerate, caring behaviour from all our children and look to receive your complete support to achieve this aim.
- Every pupil in school is allocated a House, which they will be in for their life at St Paul's.
- House points are given to pupils for following the Academy's Christian Values as well as for behaviour, work and for being a conscientious individual. Pupils can be given house points at any time of the school day and by any member of the school staff.
- Each week during 'Leading Light' assembly, house points will be announced. At the end of each term/year the house with the highest number of points will have an afternoon house celebration.
- At St Paul's we like to encourage rather than punish, praise rather than criticise, but from time to time sanctions are needed for individual children. Generally, a child's behaviour cannot be allowed to disrupt their own learning or the learning of others, and they cannot cause distress, whether verbally or physical, to another child.
- Initial sanctions will be carried out during the academy day, however if a child repeatedly misbehaves, his or her teacher will contact you to arrange an appointment to discuss the problem.
- Incidents such as bullying, racism, fighting, stealing or aggression to an adult or another pupil

will be reported in the first instance to senior staff who will deal with the matter and inform the Co-Headteachers. Such incidents may result in a fixed-term exclusion.

- At St Paul's we care about each child. We like to encourage, praise and nurture good behaviour

Communication with Parents

We aim to have good communication between the academy and parents. It is important to know early of any concerns; these should be raised with the class teacher in the first instance. Appointments with other staff can be made through the academy office, should that be necessary. Serious issues should be raised with any of the senior staff.

Weekly noticeboards, monthly newsletters, termly curriculum newsletters, information letters, and annual reports are some of the methods used to inform parents of academy events and curriculum matters.

The academy website www.stpaulsceaacademy.org and an electronic email/text system (Arbor Parent Portal) are used to communicate with parents.

Formal parent consultations are held twice yearly. Staff are always available for appointments throughout the year.

All child protection concerns are reported to The Designated Safeguarding Lead and any relevant agencies.

The school has a Parent Teacher Association, 'St Paul's Together'; parents are welcome to join at any time.

Home Academy Agreement

The Governing Body has established a Home/Academy Agreement which outlines ways in which we work in partnership to the benefit of your child. It is hoped that all parents will acknowledge this document and agree our policies (you will do this in Arbor). This enables us, as an academy, to support your child in the best possible way and for us to work together to support the family.

Terms and Holiday Dates 2025/26

Term	Start Date	End Date
Start of Term 1	Friday 5 September 2025	Thursday 23 October 2025
October Holiday	Friday 24 October 2025	Monday 3 November 2025
Start of Term 2	Tuesday 4 November 2025	Friday 19 December 2025
Christmas Holiday	Monday 22 December 2025	Friday 2 January 2026
Start of Term 3	Monday 5 January 2026	Friday 13 February 2026
February Holiday	Monday 16 February 2026	Friday 20 February 2026
Start of Term 4	Monday 23 February 2026	Friday 27 March 2026
Easter Holiday	Monday 30 March 2026	Friday 10 April 2026
Start of Term 5	Monday 13 April 2026	Friday 22 May 2026
May Holiday	Monday 25 May 2026	Friday 29 May 2026
Start of Term 6	Monday 1 June 2026	Tuesday 21 July 2026

Please note there are **five in-service training days** for staff during the year, when the academy is closed to pupils. We try to notify parents as far in advance as possible once these dates have been set. Term dates for 2025/26 can be found on our academy website and the East Sussex County Council website. **Holidays must not be taken during term time.**

INSET Day 1	Wednesday 3 September 2025
INSET Day 2	Thursday 4 September 2025
INSET Day 3	Friday 24 October 2025
INSET Day 4	Monday 3 November 2025
INSET Day 5	Wednesday 22 July 2026

Session Times

Morning	08.40 - 09.00	Whole Academy - Early Morning Work
	09.00 - 11.45	Reception (flexible breaks during the morning)
	09.00 - 12.00	Key Stage 1 - Years 1 and 2
	09.00 - 12.05	Key Stage 2 - Years 3 and 4
	09.00 - 12.15	Key Stage 2 - Years 5 and 6
	10.30 - 10.45	Morning breaks Year 1 - 6
Afternoon	12.45 - 15.10	Reception (flexible breaks during the afternoon)
	13.00 - 15.10	Key Stage 1 - Years 1 and 2
	13.05 - 15.10	Key Stage 2 - Years 3 and 4
	13.15 - 15.10	Key Stage 2 - Years 5 and 6

Punctuality

The Academy day begins at 8.50 a.m. and ends at 3.10p.m. The site gates open at 8.30 a.m. and the academy doors open at 8.40 a.m. for all pupils to go straight to their classrooms for Early Morning Work. Please ensure that your child arrives in good time to begin the day and that you arrive promptly to collect your child at the end of the day. Children who are late often miss important instructions at the beginning of the first lesson and then have difficulty accessing the whole lesson, it is also embarrassing for them to walk into the class when everyone is already working as well as being disruptive to the teacher and other pupils. All lateness is recorded and reported; however, we do our best to support families who are experiencing temporary problems.

Absenteeism

Great importance is placed upon daily attendance, but if it is necessary for your child to be absent through illness, please let us know as soon as possible. It is essential that you contact the academy before 9.30a.m. on the first and subsequent morning of absence so that we know your child is safe, this can be done by either leaving a message on the absence line or a message via the Arbor. It is our policy to text or email if we have not heard from you, a short note to the class teacher on return enables us to complete the register. Children are expected to attend for 96% of the school year, all unexplained absences are treated as unauthorised and will be reported to our legal department in accordance with government guidance.

Authorised absence is limited to sickness, religious observances or for educational reasons. Half a day can be authorised for routine medical or dental treatment. If your child is off for more than three days, we can request medical evidence.

Should your child need to leave the academy during the day for a medical appointment, or for any other reason, please let us know in advance and provide evidence such as an appointment card or letter.

No child will be allowed to leave the academy during school hours unless accompanied by an adult.

Authorised and Unauthorised Absence for 2024/25

Total number of registered pupils	611 Academy 58 Nursery
Percentage of authorised absence	3.84%
Percentage of unauthorised absence	1.72%

Holidays

The Local Authority states that holidays are not to be taken during term-time. Any such holidays taken, for whatever reason, will be unauthorised. When a child is found to be absent from the academy for no acceptable reason, a penalty notice will be issued to the family by the Local Authority.

It should be remembered that absence is disruptive to your child's education and should be avoided. The academy's policy is that we do **not** supply work to be completed should you choose to take a holiday in term time.

In all cases parents should complete a 'Withdrawal from Learning' form this can be downloaded from the school website or from the office. These should be submitted to the Co-Headteachers with at least 10 school days' notice.

Please would all parents remember that end of key stage tests and assessments take place each year in May and these are statutory for Years 2 and 6. If your child misses the statutory tests for any reason, they will be unable to sit them at a later date.



Children's Health and Welfare

First Aid

Minor accidents will be treated in the academy in accordance with the First Aid Regulations set out by the Local Authority. The academy has a minimum of 6 fully trained and qualified first aiders. Most support staff also have basic First Aid training.

In the event of a more serious accident or illness at school, we will inform you immediately. If all contacts are unavailable, your child will be escorted to hospital by a member of staff pending your arrival.

All medical incidents are recorded on Medical Tracker. In the event of a head bump, a notification will be sent home via email. It is not our practice to notify parents of every minor bump and scrape.

Please ensure that we are told of any medical condition that may affect your child in the academy - this is especially important in cases of severe allergy or asthma.

PLEASE MAKE SURE THAT WE ALWAYS HAVE UP TO DATE INFORMATION ABOUT WHERE YOU AND YOUR FAMILY DOCTOR CAN BE CONTACTED. WE ALSO NEED AN EMERGENCY CONTACT NAME AND NUMBER SHOULD YOU BE UNAVAILABLE.

Medication

Asthma inhalers and Epi pens will be kept in school to be used as required. First aiders have regular training in the use of Epi pens and are made aware of pupils currently on roll who may require such treatment.

If your child is prescribed medicine which must be taken three times a day or more, please hand the medication in at the academy office and complete a medications form. If your child is unwell with a mild cough or cold and would benefit from some Calpol at lunchtime we are also able to administer this, please hand the medication in at the academy office and complete a medications form. Parents may, of course, come to the academy at lunchtime to administer the medication themselves. All medications are kept in a locked cupboard or fridge and a written record is kept when doses are administered. All medication must be supplied in its original container with the pharmacy label legible and intact.

Sun Safety Policy

Staff are aware of the danger of over exposure to the sun and take appropriate action in hot weather. Children are encouraged to wear protective hats at playtimes. Drinking fountains are always accessible to children, and they are also encouraged to bring a bottle of water into school to drink during the day.

If children bring sun cream to school, they must be able to apply this independently as staff are not allowed to do this. The bottle must be labelled with the child's name. Most sun creams are

effective for a minimum of 4 hours and some up to 6 hours, therefore if applied before arrival, it should not be necessary to re-apply before the end of the day.

Dogs

Whilst many of us are animal lovers, we do not allow dogs, apart from registered service dogs or our own therapy dog, on to the premises under any circumstances, either on a lead or being carried. However friendly a pet may normally be, they can be easily annoyed or frightened by lots of children mingling around them.

Sickness

If a child is unwell during the day, parents will be informed and asked to take the child home. Children who have either diarrhoea or vomiting, should not return for at least a further 24 hours after their tummy has settled. If they have experienced both symptoms simultaneously, they should not return for 48 hours after their stomach has settled. If pupils return before this time, parents may be asked to collect them and take them home.

Head Lice

If there are known cases of head lice, notifications are sent via email to parents of the whole class to alert parents to be vigilant. Where a child may be infected, **we cannot ask a parent to remove the child from the academy**, although we can request for them to be treated urgently.

Smoking

The Academy operates a strict **NO SMOKING AND NO VAPING** policy throughout the building and grounds including the playing field.

Lunchtime

Children may order a cooked meal or bring a packed lunch to eat. Children do not need to limit themselves exclusively to cooked or packed lunches.

All children in Reception and Key Stage 1 are entitled to a free meal every day. There is a choice of main meal, filled jacket potato and vegetarian options every day, which parents order in advance via Relish School Food. Seasonal filled wraps and tomato pasta are alternative choices. Meals are cooked and served from the school kitchen.

Key Stage 2 children who are not entitled to a free school meal will need to pay for their lunch; you will be redirected to Arbor to pay this, currently £3.10 daily. If we have not received your child's order or payment or they do not have a packed lunch, we will get in contact with you.

Packed Lunches

Packed lunches should be in a named container for storage until lunchtime. Please do not include nuts, sweets, chocolate bars or fizzy drinks in your child's lunch box. For reasons of safety, we are unable to allow hot drinks or food in thermos flasks, or the use of glass bottles or cans. Plastic

bottles, containers or cartons of drink are perfectly acceptable. During the summer term, it is advisable to place a small ice pack in the lunch box to keep food cool.

Snacks

Children should bring a bottle of water to be used throughout the day. Children in Reception, Year 1 and 2 receive a healthy fruit/vegetable snack at morning break time, as part of the Government 5-a-Day Scheme. Key Stage 2 children can bring a piece of fruit in from home to eat at morning break.

Safeguarding

At St Pauls, we are committed to ensuring that we promote the highest standards of welfare, both physical and emotional for all children. We will aim to do this by:

- creating a culture of safe recruitment by adopting a procedure of robust interviewing, screening and checks to deter or identify people who may pose a risk to children.
- having in place clear and understood systems and processes which safeguard children.
- providing high quality and up-to-date training for staff, governors and Trustees.
- ensuring children feel empowered to recognise concerns and speak out if they are worried.
- ensuring that we work alongside our professional partners to achieve the best outcomes for all of our children.
- working in an open and honest way with our parents and carers.

Our whole school approach to safeguarding is based upon an understanding of the local context and an attitude of 'it could happen here'.

Designated Safeguarding Lead: Ms Kim Morley

Deputy Designated Safeguarding Lead: Mr Peter Trimmings

The Governor with responsibility for monitoring safeguarding in school is Ms Alison Lawless.

If you have a concern about a child or member of our school community, you can speak to our DSL/DDSL. Alternatively, any member of the public can make a referral (or self-referral) to the Single Point of Advice (SPOA) who can advise. Their number is 01323 464222.

St Paul's Together

All parents are automatically part of the Parent Teacher Association (PTA), 'St Paul's Together' and may contribute to its functions as little or as much as they wish. The purpose of the PTA is to work in partnership with the academy to provide, not only funds for non-budget items, but also to form a valuable social liaison throughout the academy and local community. If you are interested in helping St Paul's Together, please leave your contact details with the academy office.

Education Futures Trust

The academy is part of the Education Futures Trust which supports us in a range of ways - supporting our pupil development, access to high quality staff CPD and many town wide projects to mention a few.

The Building and Grounds

The main entrance and the academy office are accessed via Horntye Road. However, due to congestion at busy times, it is recommended that you use the Briscoe's Walk or Amherst Road entrances at the start and end of the day. Both entrances are accessible for the disabled and lead to our four playgrounds where children enter the academy.

The current building has a Nursery, 21 classrooms, a large hall, a Computer suite, a library, a reception office, a medical room, a staffroom and administrative areas.

- **Our Learning Support Hub** (The Harbour and Deck) provides a second hall for dance/drama/music including practice rooms and other additional areas meeting the needs of pupils.
- **The Key Stage 1 playground** has a fenced activity area which includes a trim trail.
- **The Key Stage 2 playground** has a large playground with two netball courts, trim trail and two smaller playgrounds, including a fenced outside gym.
- **Sports Field**- In fair weather conditions, the sports field is used for outside play at break and lunch times as well as for weekly PE sessions.
- **BMX Track** - All children have a BMX lesson once every long term.

Road Safety

The roads around the academy become extremely congested at peak times, particularly in Horntye Road and Amherst Road; we therefore ask you to respect the residents.

If you use a car to bring your child to the academy, or to pick him/her up at the end of the day,

please park away from the school and walk to the gate.

Please consider the safety of all St Paul's children when using your car in the area of the academy. Police regularly monitor parking to ensure that parents are parking safely and away from the school.

Parents are not permitted to park in the staff car park at any time.

Children are encouraged to walk or cycle to the academy with their parents. Storage for cycles is provided for **Year 6 pupils**, who will be permitted to travel to school alone on a bike when they have **passed their Bikeability Test** (and of course with parental permission). Bikeability classes, for pupils in Year 6, are arranged during the year. Children **must** wear a cycling helmet, or they will not be permitted to leave the academy premises. **All** cyclists should dismount at the academy gate.

Academy Uniform

We expect all children at St Paul's to wear academy uniform. All items with the academy logo are available from: Superstitch 86, 7 Castleham Road, St Leonards on Sea, TN38 9NR.

Items can be purchased online at www.superstitch86.co.uk for delivery to your home or the school. Non logo items are also available from Superstitch but may also be purchased elsewhere. **It is very important that all clothing is clearly marked with your child's name.**

Second-hand uniform is available from St Paul's Together.

Our uniform is as follows: -

- Navy blue St Paul's sweatshirt or cardigan
- Green St Paul's polo shirt
- Navy/grey skirt/trousers (practical length/style)
- Blue and white check dress (summer)
- White, grey, navy or black socks
- Black, grey or navy-blue hijab
- Black school shoes or plain black trainers (no logos)*

* Suitable plain black shoes should be worn - **not** flip-flops, jelly shoes, clogs, shoes with heels or boots. If children wear boots during the winter in bad weather, shoes should be brought to change into at school.

PE / Games Kit

For PE lessons, children are required to have a plain white polo shirt, navy blue or black shorts,

plimsolls and a change of socks. For health and safety reasons, tights and/or outdoor training shoes must not be worn for indoor PE. Trainers should be worn for games on the field. A dark coloured tracksuit may be worn in cold weather for outside PE activities.

Swimming Kit

For swimming lessons, children require a swimming costume and towel. Girls should wear one-piece costumes; bikinis are not permitted.

Jewellery

The wearing of jewellery is not allowed including chains and bracelets. However, if your child has pierced ears then they can wear **plain stud earrings**. Other earrings, including small hoops, will not be permitted. This request applies to both boys and girls. Owing to several accidents in schools, East Sussex County Council's policy is that studs should be removed during all physical education and swimming instruction. **The child is responsible for ensuring that this takes place.** If your child is unable to remove/replace their own studs, they should not be worn on P.E. or swimming days. Your child may be unable to participate in the lesson with studs in place. **Under no circumstances are staff permitted to remove/replace studs.**

Accidents can also occur during breaks and lunchtimes. The academy therefore strongly recommends that children should avoid wearing studs wherever possible. The academy does not wish to make this a major issue, but the Staff and Governors would appreciate sensible support around the issue from Parents/Carers.

Children who wish to celebrate Religious beliefs can wear a small lapel badge symbolising their faith (i.e. a cross or Muslim symbol) if they so wish.

Hair

We ask that **all** children's long hair is tied back for Health and Safety reasons and that children come to school with sensible hair styles. Colours and extreme cuts are **not permitted**.

Hairbands, if worn, should be thin, plain, **blue or black**. Large hair bows are not permitted in school, and children will be asked to remove them.

Other

Make-up, nail varnish or temporary tattoos are not permitted.

Mobile Phones

Pupils are generally not permitted to bring mobile phones to the academy. If your child is in Year 6, and they walk to and from the academy alone, they will be permitted to bring a mobile phone into school. To enable them to do this, you must complete the necessary permission. Their phone must be handed in to their class teacher to be put in the safe box during the day, **we will not accept**

responsibility for any phones not handed in to the class teacher. Phones should not be used or switched on when your child is on school property unless specifically requested by a member of staff.

The Co-Headteachers reserve the right to confiscate and search pupils' electronic devices, such as mobile phones, in accordance with the law and the academy behaviour policy where there has been an accusation of Cyberbullying. **If necessary, the police will be notified.**

Parents are not permitted to use mobile phones on school premises, and they should be kept in pockets as they are a safeguarding risk.

Property

Every effort will be made to encourage children to look after their personal belongings. However, the academy cannot accept responsibility for loss of, or damage to, property whilst on the premises. Please ensure all items of clothing are named as if they are misplaced this makes it much easier to return them to your child.

St Paul's children are taught to respect other people's property. Again, your support will be sought if your child damages or misappropriates someone else's property. The Co-Headteachers reserve the right to search a pupil's bag where necessary.

Local Activities

As part of our general academy life, we may walk the children to St Matthew's Church, Alexandra Park, Summerfields Leisure Centre or other venues in the local area. While we will not seek parental consent for this, we will notify you if your child will not be on academy premises.

Charging and Remission Policy for Academy Activities

The Governing Body has adopted, without amendment, the East Sussex County Council Policy, which has been drawn up in accordance with the requirements of section 110 of the Education Reform Act 1988.

However, the academy will, on occasions, ask for voluntary contributions, which are additional to the basic curriculum for:-

- a) Educational visits including some theatre visits.
- b) Individual music tuition which takes place in or out of academy hours.
- c) Activities which take place outside of academy hours.
- d) Board and lodgings on all types of residential courses.

No child will be excluded from an educational visit because of a parent's inability to contribute. However, an activity or visit may have to be cancelled if contributions fail to reach the required level.

St Paul's CE Academy has a long tradition of organising visits - the benefits of which we consider to be immeasurable. These activities support and enhance the curriculum and are always enjoyed by the children.

Practical Lessons that require materials or resources

Very occasionally, you may be asked to pay for or supply materials for a lesson (e.g. cooking/technology), you can choose to make a voluntary contribution or not.

Complaints Procedure

Any complaints should initially be discussed with the class teacher, and it is hoped that most, if not all, matters can be resolved at this level. If the problem is not resolved, or the complaint is about the teacher, please request an appointment, through the Head of Administration, Tracy Webb, to speak to a member of the Senior Leadership Team who will endeavour to contact you within 24 hours. If a parent feels that their concerns have not been resolved at this stage, you may then contact the Chair of Governors, who will investigate the concern and respond to you directly. The Chair of Governors can be contacted at the academy address office@stpaulsceaacademy.org. Our Complaints Policy and Procedures are available on the academy website.

Privacy Notice

The Diocese of Chichester Academy Trust is committed to protecting the privacy and security of your personal information. This privacy notice explains how the Diocese of Chichester Academy Trust (DCAT) collect, store and use personal data about it's pupils in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. If it, or any information linked to it is unclear, please contact DCAT on 01273 425001 or contact@dcac.academy, or the Trust's Data Protection Officer Handsam Ltd: 6 Regents Court, Far Moor Lane, Redditch, Worcestershire, B98 0SD. Email: info@handsam.co.uk Telephone: 03332 070737.

Who Collects This Information

The Diocese of Chichester Academy Trust is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils.

The Categories of Pupil Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free academy meal

eligibility);

- Attendance details (such as sessions attended, number of absences and reasons for absence);
- [Financial details];
- [Post 16 learning information];
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including [biometric data, ethnicity, relevant medical information, special educational needs information]);
- Images of pupils engaging in academy activities, and images captured by the Academy's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;

Collecting This Information

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

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

How We Use Your Personal Information

We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of academies;
- Assessing performance and to set targets for academies;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the academy's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the academy's IT and communications systems in accordance with the academy's IT security policy;
- Making use of photographic images of pupils in academy publications, on the academy website

and on social media channels;

- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the academy's purposes, including to obtain appropriate professional advice and insurance for the academy.
- To provide support to pupils after they leave the academy.

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-academics>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Youth support services - see appendix a
- [other academies within the Trust];
- Other Academies that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

[We may transfer your personal information outside the UK. If we do, you can expect a similar degree of protection in respect of your personal information.]

The National Pupil Database

The NPD is owned and managed by the Department for Education and contains information about pupils in academies 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 academies, 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 academy 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>

Why We Share This Information

We do not share information about our pupils with anyone without consent unless otherwise required by law.

For example, we share student's data with the DfE on a statutory basis which underpins academy funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses->

Storing Pupil Data

We keep information about pupils on computer systems and sometimes on paper. Any information about pupils is kept secure and except as otherwise permitted or required by applicable law or regulation. Except as required by law, the Trust only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

The Trust/School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

If you require further information about our retention periods, please let Mrs Webb know who can provide you with a copy of our policy.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed.

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Requesting Access to Your Personal Data and Your Data Protection Rights

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 education record], contact Tracy Webb, Head of Administration.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you or your child;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this; and
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Tracy Webb, Head of Administration, via email twebb@stpaulsacademy.org. This request will then be actioned by the Data Protection Officer, who will comply within 30 days.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress (however, this will not apply if the data is part of a legal requirement);

- 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 want to exercise any of the above rights, please contact Tracy Webb, Head of Administration, in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Tracy Webb, Head of Administration. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact us

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Tracy Webb / twebb@stpaulsceacademy.org in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Tracy Webb, then you can contact the DPO on the details below: -

Handsam Ltd:
6 Regents Court,
Far Moor Lane,
Redditch,
Worcestershire, B98 0SD. Email: info@handsam.co.uk
Telephone: 03332 070737

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer Handsam Ltd:

6 Regents Court,
Far Moor Lane,

Redditch,

Worcestershire, B98 0SD. Email: info@handsam.co.uk

Telephone: 03332 070737

Alternatively, or failing a satisfactory conclusion, you can make a complaint to the Information Commissioner's Office: · Report a concern online at <https://ico.org.uk/concerns/>

· Call 0303 123 1113

· Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

