



Believes Everyone Succeeds Together

Prospectus

If you would like this information in another language or format such as Braille, large print or audio, please ask us.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie brajla, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować.





Alanbrooke Community Primary School



Alanbrooke Community Primary School is conveniently situated outside the main entrance to Alanbrooke Barracks Topcliffe Thirsk.

We are ideally positioned between the villages of Topcliffe and Carlton Miniott. Many of our pupils live either on the barracks or surrounding villages. This enables most of our pupils to walk to and from school and thus take part in the variety of after school activities we have on offer throughout the year.

Alanbrooke is a single storey, well equipped school, blessed with wonderful outdoor facilities. Our school grounds are surrounded by trees and include a designated Early Years area, an adventure playground, gardens, including a small vegetable garden, a large playground and field.

The curriculum takes full advantage of new technologies as every classroom has interactive whiteboards and PCs to enable pupils to have access to the Internet and several mobile laptops and iPads and iPad minis that can be used anywhere in school. We make good use of a Virtual Learning Platform - MyMaths, that gives pupils and parents access to information, homework help and support from home.

There are always exciting comings and goings at Alanbrooke. We are skilled at welcoming new families and helping pupils settle quickly.



'Alanbrooke Believes Everyone Succeeds Together'



Alanbrooke Community Primary School



Dear Parent/Carer,

On behalf of all governors, staff and children, I would like to welcome you and your child to Alanbrooke Primary School. I look forward to meeting with you and your family on many occasions and hope that this will be the beginning of a successful and happy partnership between home and school.

We have a highly skilled and dedicated staff team who are committed to providing a high standard of education for all our children. We aim to provide a stimulating and relevant curriculum within a positive learning environment, based on mutual respect and trust.

We aim for the children in our school to become independent, self-disciplined, caring and tolerant young people. We hope to inspire them to have a life-long love of learning and to work hard in order to make good progress and reach their full potential.

We hope you feel happy to come and talk to staff about your child on a formal and informal basis throughout the year.

'Alanbrooke School believes everyone succeeds together'.

This brochure tells you a great deal about the school but if after reading it you wish to know more, please do not hesitate to contact us. You can, if you wish, make an appointment to visit the school. The information is correct at the time of publication.

Yours sincerely,

PIPPA TODD
HEADTEACHER



Mission Statement

We aim to make our school a pleasant and friendly place to be so that children can be happy at school, enjoy learning and reach their full potential. At Alanbrooke School everyone is valued as an individual.

We will provide a safe, secure and stimulating learning environment, providing a variety of exciting opportunities and experiences within a current broad and balanced curriculum.

OUR AIMS

We aim:

- To create a happy, caring, positive environment for all who attend our school.
- Promote a learning environment, which fosters self-esteem, self-confidence and independence.
- To value teamwork so that all pupils, staff, governors and parents have a sense of direction and a feeling of common purpose.
- To encourage excellence in every aspect of school life - in work, play, appearance and conduct; encouraging children to build up an attitude of care and consideration for others.
- Encourage links with the wider community.
- To teach children in order that they achieve their potential in all areas of a broad, balanced and relevant curriculum.
- To ensure continuity and progression throughout the school and on transfer to another school.
- To develop a sense of self-respect and a tolerance, understanding and appreciation of differing life-styles.

To help to achieve the above aims we will:

- Recognise and value the contribution of all individuals to the school development and work together to support each other.
- Be courteous and communicate sensitively and appropriately, bearing in mind that children learn by example.
- Be consistent.
- Promote equal opportunities.
- Support the school.

"We oppose all forms of unlawful or unfair discrimination, which places a person at a disadvantage and cannot be justified".



ALANBROOKE PRIMARY SCHOOL



Alanbrooke Barracks

Topcliffe

THIRSK

North Yorkshire

YO7 3SF

Tel and FAX: Thirsk (01845 577474)

e-mail address: admin@alanbrooke.n-yorks.sch.uk

website : www.alanbrooke.n-yorks.sch.uk

HEADTEACHER

Mrs P TODD

CHAIR OF GOVERNORS

Maj. S WARD

SCHOOL ADMINISTRATOR

Mrs D WILLIAMS

SCHOOL TIMES

8:50am - 12:00 pm AND
1:00 pm - 3.15 pm

Local Authority

Director of Children and Young People's
Service

North Yorkshire County Council

Pete Dwyer

Education Office

County Hall

NORTHALLERTON

N Yorks

DL7 8AL

Telephone 01609 780780

Approximate Number on Roll:

50

Admissions Limit

15 Reception

Teaching Staff:

Class 1 - Mrs V Norris/Mrs A Veakins

Class 2 - Miss E Rigby

Class 3 - Miss L Watson

Support Staff

2 Advanced Teaching Assistants

4 General Teaching Assistants (part time)

Cleaner / caretaker

Cook

ADMISSIONS POLICY

Children will be admitted into our school at the beginning of the academic year in which they are 5 unless it is felt that they are not ready, in which case they will attend on a part-time basis. If you have any queries about this please contact school to discuss it. All children must be in school full time by the term following their 5th birthday.

Your child will be invited to spend an afternoon in school before starting in September. This is an important "stepping-stone" for a youngster and has proved to be immensely popular and beneficial to child, parent and school. When registering your child into the reception class it is necessary to produce a birth certificate as proof of age.

It is expected that Reception and Y1/2 children will be escorted to and from school. If parents do not wish to do this, then a covering note must be sent into school.

PERSONAL DETAILS FORM

In Case of Emergency or Illness.

This is most important.

If your child has a minor injury at school the only medication we use is a Medicated Wet Wipe and sometimes a plaster. We inform parents of any other more serious injury (especially bumps to heads). All accidents are recorded in our Accident Book.

It is important that we have a telephone number and *contact address for use in emergency* in order to contact you if your child is ill at school (*Please keep us informed of any changes.*)

It is helpful for us to have the address of a willing friend or neighbour who, in an emergency, can act for you if you are unable to be located.

ATTENDANCE AND ABSENCE

In 2011 the Department for Education (DfE) set the threshold for 'persistent absence' to 85%. This means that any child who is absent for 15% or more of lessons for whatever reason is classed as persistently absent and this data is collected by School for Governors, Ofsted and DfE.

If your child is ill or has a medical appointment, please ring school before 9.30am that day so that the registers are filled in accurately each day. Please do not be offended if school calls you if we have not received communication from parents after this time.

We do understand and are extremely supportive of our families for genuine reasons for absence:

- If your child is ill they cannot attend school.
- Medical appointments

However absence, for any other reason eg. exceptional circumstances can only be authorised by the Headteacher. A request form can be obtained from the main office in school.

HOME/SCHOOL PARTNERSHIP

We hope you will agree that the best possible way for your child to thrive in our school is for us as parents and teachers to work together as we share in your child's development. There are many ways in which this partnership is encouraged. We share together our **Home/School Agreement**.

Parents are regularly invited to become involved in a variety of helpful ways in school. To this end, we hold after-school consultation evenings twice a year when you are invited to discuss your child's progress with his/her class teacher.

Appointments may also be made to see the Headteacher or your child's teacher at any other time, should the need arise. We also have a Home Link worker in school for parents to talk to about moving in, moving out, problems with children, in fact anything, which is causing concern.

SCHOOL UNIFORM

We do ask that children wear the right uniform for school and have the correct PE and swimming kit. It is important that these items are **named clearly**.

Uniform

White Polo Shirt

Navy blue Sweatshirt/jumper/cardigan (with or without Alanbrooke Logo)

Grey Trousers, shorts or skirt

Grey, white or navy socks

Black sensible shoes - not trainers

Hair ornaments should be as simple as possible in white, blue or black - no hard items that may cause injury

No jewellery (including earrings)

In summer girls may wear blue and white check dresses.

PE Kit -

To be in school from Monday morning and taken home to wash on Friday.

Indoor Sports -

Dark shorts - black or navy

White T-shirt top

Plimsolls or indoor trainers

Spare white socks

Additional for outside sports sessions -

Trainers suitable for the field

Tracksuit or spare sweatshirt and jogging bottoms.

Swimming, brought into school each Thursday morning - All in a named plastic/waterproof bag

Girls - 1 piece sensible swimming costume

Boys - Swimming trunks - not shorts

Towel

Hairbrush/comb

JEWELLERY

In line with national safety guidelines the governors of Alanbrooke School have determined that no jewellery be worn in school. This includes earrings and wristbands.

SCHOOL ORGANISATION

Children are grouped into 3 small classes. Class organisation varies according to the number on roll. Classes will usually consist of mixed age groups.

Children are treated as individuals and their particular needs catered for by their class teachers. For this reason classes are kept small and have the benefit of additional support staff.



The school has high pupil mobility so settling children in and easing their moves out are very important to aid continuity in learning. We have a **home link worker** who is specially assigned to ease transitions - talking with parents, supporting new children, finding out about where they have come from and helping those leaving to find out about their new schools and environments. The teachers are skilled in assessing children so that their individual needs can be met and progress can continue.

SPECIAL NEEDS/INCLUSION

Children with Special Educational Needs are taught within the classroom situation whenever possible. All children have access to the National Curriculum and their individual needs are monitored and assessed by the class teacher. If necessary, a special programme will be drawn up for those children experiencing difficulties. This will follow full discussions with you, the parents, and specialist staff from the Local Authority. Our provision for the children is constantly reviewed and Alanbrooke has been awarded the Inclusion Quality Mark.

The Special Needs, Inclusion co-ordinator is Miss E Rigby.

The school is on one level and has a toilet for disabled people in the main corridor. The school has an Accessibility Plan, which is reviewed annually.

SCHOOL COUNCIL

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The students' views are important to us. At Alanbrooke we strive to work as a team and the School Council is an important part of that team. Each class elects their representative for the School Council, which meets regularly - with the Headteacher or Governor - to propose and put forward ideas for the school. Their ideas and suggestions are taken forward to Governing Body. They are also involved in making decisions that impact on the schools as well as giving feedback to school on new initiatives.

FRIENDS OF ALANBROOKE SCHOOL

Any interested person is welcome to join our Friends of Alanbrooke School Association. They are an informal, friendly group who support school in a number of ways. We are very appreciative of their hard work and commitment. They can be contacted through school or via Facebook group (Friends of Alanbrooke School).

PRIMARY CURRICULUM

We are committed to delivering a creative skills based curriculum that raises awareness of cultural, social, historical, political and community issues and encourages positive attitudes towards difference and diversity. We actively encourage the children to share and enjoy the ownership of their own learning and make appropriate decisions to enhance their progress. The following information will give you a broad idea of our curriculum. The planning for each curriculum area is delivered through 6 Areas of learning - Mathematical

Understanding, Understanding English, Communication and Languages, Scientific and Technological understanding, Understanding the Arts, Understanding Physical Development, Health and Well Being, Historical and Geographical and Social Understanding.

MATHEMATICS

The school follows the National Curriculum and teaches a daily mathematics lesson. Mathematics is also taught across other areas of the curriculum. Great emphasis is placed on discussion, mental agility, problem-solving and practical experience as well as written reinforcement.



ENGLISH

The school follows the National Curriculum for English and teaches a daily English lesson. English is incorporated into our teaching across the curriculum. Emphasis is placed on the child's language development both in oral and written form. Discussion plays a necessary part in class work and the use of neat, legible handwriting for recording is encouraged. Correct punctuation, grammar and spelling are taught as appropriate to the child's ability.



Children are taught to read in guided reading sessions. We encourage you to listen to your child reading at home when they can practise what they are learning in school.

SCIENCE

Science is taught through direct teaching, demonstrations, explorations and investigations. We encourage the children to question, explore, examine and produce theories.

Sex education is delivered both through the Science curriculum and through the sensitive answering of questions that may arise. It is set in the context of stable, caring relationships, taking responsibility for our actions and for the feelings of others. More specific issues to do with growing up are dealt with in Y5/6 through answering questions as they arise as well as through lessons delivered by the class teacher and Headteacher. Reproduction of plants and animals, including humans, forms part of our KS2 programme of study in science.

Each classroom has several computers and an interactive whiteboard. The school also has a set of laptops, iPads and iPad minis for teaching specific ICT skills. ICT is used regularly for teaching, researching, introducing children to new areas of work and for reinforcing areas of learning. It is used across the curriculum with skills being taught as required.

The children have access to a range of other equipment to enhance their learning, e.g. digital cameras and recorders, microscopes, camcorders etc.

PHYSICAL DEVELOPMENT, HEALTH AND WELLBEING

Alanbrooke School is a member of the Thirsk School Sports Partnership and we participate in many different festivals and activities. We have been awarded the Activemark for children's participation in sport and a Silver Award for our participation in Sainsbury's School Games. We also have a specialist sports teacher 1 day per week to develop high quality skills and maximise participation for all our young people.

We actively encourage and promote a fit and healthy lifestyle through participation in a variety of physical activities and through studying the effects of these activities on our bodies. We have Healthy School Status.

We offer healthy, balanced school meals and promote and encourage healthy packed lunches. Social and emotional aspects of learning (SEAL) are embedded throughout the curriculum and in specific lessons.



Our facilities for outdoor sports are excellent. We have a large play area, both hard and grassed. The field is marked out with two 5-a-side pitches and the playground has a netball pitch and grids. We also have a range of wooden play equipment for physical activities, creative play and for sitting quietly chatting.

We have a large hall inside with fixed climbing equipment and portable gymnastic equipment.

Physical activities take place twice a week and an additional session of swimming each week for Years 1-6. We do request a letter from you if your child is not able to go swimming for that week. A small charge is made to cover the costs of the coach and instruction from qualified swimming teachers at our local swimming pool.

Sports fixtures are arranged with other schools and we occasionally invite qualified coaches to work with our children on specific sports skills.

The Y5 and Y6 children have the option to spend a week at an outdoor education centre. They can canoe, sail, climb, orienteer and do lots of walking along the beach and over the moors.

We have recently installed cycle racks so that children can bike to school providing they have helmets, bike locks and are considered by you to be safe and proficient.

HISTORICAL, GEOGRAPHICAL AND SOCIAL UNDERSTANDING

This area encourages the children to ask questions about who they are, where they have come from, where they live and where they might be going next. It encourages investigations into the past, about the world around them and about other people's cultures, beliefs and values. The children will also develop a deeper understanding about themselves and others, about human rights and responsibilities. They will see how societies are organised and how communities can live and work together.



We use the local environment as much as possible and we make use of artefacts and visits to enrich the learning for this area. Our visit to the outdoor centre provides many opportunities to learn about the environment and the history and geography of that locality.

We encourage the children to think about global issues as well as local ones. To further their understanding about other countries the school has linked with a school in Fiji.

UNDERSTANDING THE ARTS

Through the arts children learn to express their thoughts and emotions, use their imaginations and observation skills, experiment and develop their creativity.



They participate in a range of art forms including art and design, music, dance and drama. Although specific skills will be taught separately much of the work in the arts will be developed through the themes being studied.

The County Music Service provides instrumental tuition, for a fee, if parents wish their children to learn an instrument.

RELIGIOUS EDUCATION

Children learn about beliefs and religions, issues between right and wrong and the diversity of the society in which they live.

The children learn to co-operate with each other, respect each other and value their differences. Each class has regular circle times during which the children can share problems, help to resolve them and discuss issues, which arise.

ASSEMBLY

The school is affiliated to no religious denomination in particular, but representatives of local churches and fellowships are invited to take part in some of our assemblies, which have an underlying Christian theme.

Any parent has the right to withdraw their child from Assemblies. Those who wish to exercise this right are invited to contact the Head teacher.

AFTER SCHOOL ACTIVITIES

We offer a range of activities throughout the school year, e.g. gymnastics, athletics, tag rugby, football, high 5 netball, gardening, hockey, music, sewing, cooking.

Clubs are usually changed each half term to enable us to offer the range of clubs that the children would like.

WORK AT HOME

All children will receive homework on a regular basis. This may be in a variety of forms, e.g. research for a topic, learning spellings, reading, maths or completing work set earlier. The children have bags or folders to contain their work. The children bring their bags and folders every day. Please will you support your child with his/her homework and ensure that it is completed and returned to school. Furthermore they have access to our Learning Platform- MyMaths, which supports the work done in school.

The length of time suggested for homework is:

These times include daily reading for all children - with your support and, for those more able, independently.

R to Y2	1 hour each week
Y3 to 4	1.5 hours each week
Y5 to 6	30 minutes a day

Meetings with teachers to discuss how you can best help your child can be arranged at any time or this can be discussed at our termly parents' consultations.

PARENT GOVERNORS

Three parent governors are elected to serve on our board of governors. A nomination form will be sent out when new parent governors are required and voting will then take place between the nominees. Any parents may be nominated for this interesting position; further information can be obtained from the Headteacher.

BEHAVIOUR, REWARD AND DISCIPLINE

In Alanbrooke School, we encourage good behaviour and respect, which enables our school to develop the full potential of all our children. Our parents support us as part of our shared responsibility through our Home School Agreement and Behaviour Policy. A copy of our Behaviour Policy is available in School.

Discipline in our school is assertive discipline where positive behaviour is constantly reinforced through praise and points for the class. School rules are discussed with the children regularly and agreed with them. Every child is treated equally and fairly.

Our school delivers the SEAL (Social and Emotional Aspects of Learning) programme. Some of the areas addressed by this are: understanding themselves and others, building strong relationships, working with others.

Our school community has high expectations where everyone will:

- Be polite and courteous to everyone else at all times
- Listen and speak at appropriate times
- Move around the school showing consideration towards other people and property
- Try our best in all aspects of school life
- Respect the views, beliefs and feelings of others
- Share the sense of pride and belonging, which contributes to the positive ethos of the school.

School reserves the right to exclude children whose behaviour over a period of time is seen as having a detrimental effect on the well-being and education of other children. Once a child has been excluded the terms of his/her reinstatement would depend upon the outcome of discussions between the parents, teacher and governors.

SCHOOL MEAL ARRANGEMENTS

School meals are cooked on the premises and are available at a moderate cost but free for those children in KS1. They are nourishing and wholesome and consist of a main course, a pudding or fruit and a drink of water or milk. Meals can be paid for using Parent Pay. Please contact the School Administrator for further details. Children may stay for all or part of the week.

The school operates a three-week rolling menu, which is sent home each term - this enables parents to select a school meal or packed lunch from home appropriate for their child. Parents are encouraged to see for themselves what their children are eating and parents' meals are easily arranged.

Children may bring packed lunches as an alternative but please ensure that the lunch box is clearly labelled with his/her name. All drinks must be in a shatterproof container (no fizzy drinks please). We ask you to ensure that the packed lunch contains only one chocolate bar and is as healthy as possible (no sweets). Alternatively, your child may come home to eat. Children are able to bring fruit for morning break. This is provided for reception, Y1 and Y2 children as part of a national fruit and vegetable scheme.

Midday supervision is carried out by Teaching Assistants. They are responsible, under the supervision of the Headteacher, for caring for the children staying for lunch. Members of staff are always available if necessary.

VOLUNTARY HELP IN SCHOOL

From time to time we may ask parents if they can spare some time to help in school on a voluntary basis. This may include helping in the classroom, listening to a group of children read or being with a small group of children on a visit. If anyone has connections or an interest or talent that can benefit our children, please share it with us.

MEDICAL MATTERS

There may be instances where your family is in need of help or advice. Please do not hesitate to contact the Headteacher if you feel this will help in any way, observing, of course, the strictest confidence. All new entrants are given hearing, vision and weight checks during their first year at school.

Arrangements can be made for other examinations with Thirsk Clinic. The Health Visitor, at Topcliffe Surgery, can advise you on other issues, such as how to treat head lice when the need arises.

Please ensure that school is aware of any medical issues regarding your child, eg asthma or allergies.

MEDICINE

If it is necessary, your child's teacher may agree to administer medicines as long as you have completed the school pro forma (see the Headteacher or School Administrator) and a doctor has prescribed the medicine. This needs to coincide with break or lunchtimes.

COMPLAINTS PROCEDURE

- 1 A complaint relating to the conduct of the school should in the first instance be discussed with the Headteacher.
- 2 A complaint against a member of staff will be dealt with initially by the Headteacher.
- 3 Any continuing complaint against a member of staff, including the Headteacher, should be put in writing to the Governing Body. This should be addressed to the Clerk of the Governors, c/o the School.
- 4 A complaint which cannot be resolved should then be put in writing and referred to the Governing Body of the school and the County Education Officer, in accordance with Section 23 of the Education Reform Act.
- 5 Documentation kept in school and can be made available by giving written notice to the Headteacher.

CHILD PROTECTION

Alanbrooke School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Alanbrooke School, follow the North Yorkshire Area Child Protection procedures and the LA procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Services and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents.

MORE FACTS AND FIGURES:

The hours spent on TEACHING in a normal school week:

KS1 22.50 hrs

KS2 23.75 hrs

ALANBROOKE COMMUNITY PRIMARY SCHOOL

CHARGING POLICY

Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.50am - 12noon and 1.00pm - 3.15pm.

Relationship to other policies

This policy complements the school's equal opportunities policy, teaching and learning policy and curriculum policy.

Roles and responsibilities of the Head teacher, Staff and Governors

The Head teacher, will ensure that the following applies:

During the school day

- All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials or equipment that may be required. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.
- Voluntary contributions may be sought for activities during the school day which entail additional costs, for example transport costs. In these circumstances no pupil will be prevented from participating because his / her parents cannot make a contribution. However, some activities cannot take place without voluntary contributions.
- From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head teacher to agree to their child being absent for that period.

Optional activities outside the school day

- We may make a charge for optional, extra activities provided outside the school day, for example a coach from a sports' club. Such activities are not part of the National Curriculum or religious education.

Education partly during the school day

- If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of the time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

- Charges will be made for board and lodging except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based jobseeker's Allowance.
- Voluntary contributions may be requested for transport.
- In all cases parents will be told how the charges were calculated.

Calculating charges

- When charges are made for any activity, whether during the day or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.
- Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based jobseeker's Allowance.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for Monitoring and Evaluation

The Finance and Personnel Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, any subsidies awarded (without giving names) and the source of those subsidies.

Alanbrooke CP School Privacy Notice - Data Protection Act 1998

We, Alanbrooke CP School, are a 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, any national curriculum assessment results, attendance information ^A, 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, North Yorkshire County Council, and to the Department for Children, Schools and Families (DCSF) and where appropriate we will send to relevant National Health Service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact the Headteacher of Alanbrooke School.

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

- www.northyorks.gov.uk/schoolrecords and http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc
- Data Management Officer
North Yorkshire County Council,
Financial Services,
County Hall,
NORTHALLERTON,
North Yorkshire,
DL7 8AL
website: www.northyorks.gov.uk
email: datamanagement.officer@northyorks.gov.uk

^A Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

- Public Communications Unit
Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dcsf.gov.uk
email: info@dcsf.gsi.gov.uk
tel: 0870 000 2288.