



**Emmaus**

Church of England & Catholic Primary School

*"Travelling together with Jesus"*



# Starting in Reception 2025 Information for Parents & Carers



Faith

Hope



Trust

Love

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*“Travelling together with Jesus”*





## **Our School Mission Statement**

*We are friends journeying with Jesus in faith, hope and trust as we live,  
love and learn together*



*OFSTED judged Emmaus as OUTSTANDING in all areas,  
including Early Years Provision...*

*“In the Reception Year, the school has created beautiful classrooms that entice children to join learning activities. Staff have designed a carefully crafted curriculum in the early years, matched to children’s needs, development and interests. Staff help children expertly to think, talk and be active. Children develop a first-rate knowledge of important information on which to build for the rest of their lives.”*

*“Staff are experts at teaching phonics. Pupils, including those with SEND, who may find reading more difficult, receive the targeted help that they need. Pupils secure the basics of reading in their memory quickly and securely. This enables them to read fluently and to access the richness of other parts of the school’s curriculum.”*

*OFSTED, November 2023*



# Welcome

We are looking forward to welcoming you and your child to Emmaus Reception in September. We are committed to working together with you and your family in order to ensure that your child's first experience of school is positive, enriching and fun!



We would be grateful if you would help us to learn more about your child by completing the admission forms. By sharing information and communication with each other, we can begin to gain an insight into the people, experiences and interests that are important in your child's life. We also want you to feel able to record your feelings and hopes about this new and exciting time in all of your lives. We look forward to an enjoyable year together - thank you for your support.

## Emmaus Reception Team



**Mrs Gaied**  
**Class Teacher RG**



**Miss Creer**



**Mrs Millington**  
**Class Teachers RCM**



**Mrs Ball**  
**Learning Support Officers**  
**& Paediatric First Aiders**



**Mrs Wright**



**Mrs McGivern**  
**Breakfast & After School Club/**  
**PPA Cover**

# Early Years Foundation Stage

The Early Years phase at Emmaus begins in the Nursery and continues until the end of the Reception year. The Early Years curriculum is based on the following areas of learning; the prime areas of Personal, Social & Emotional Development; Communication & Language and Physical Development together with the specific areas of learning: Literacy; Mathematics; Understanding the World and Expressive Arts and Design.



## Early Years Assessment



At the beginning of the Reception year, we undertake statutory Baseline Assessments to determine each child's development in relation to age related expectations in each of the prime areas of learning, Literacy and Mathematics. These assessments are scored and recorded in each child's individual learning profile.

On-going assessments are made throughout the year based on observations of the children engaged in child-initiated and adult-directed tasks, as well as monthly phonic and Maths assessments and shared dialogue between teachers and parents/carers. By the end of the Reception year, we complete an Early Years Profile in which each child's strengths are celebrated and their future learning needs clearly identified, as they enter Key Stage 1.

## Organisation of Reception

Children are organised into activity groups, which are developmentally appropriate to their needs. During the course of each day, they will visit a range of planned activities which focus on each of the areas of learning. The children work within the two Reception classes (Blue and Yellow Base) a creative workshop (Red Base), an outdoor classroom (Green Base) and Forest School. This ensures that the children receive the appropriate breadth and balance of activities and are able to access a range of resources every day.



## Reading

We intend that **every child is a reader** by the end of their Reception journey. Reading is a very important part of our curriculum and all of our topics/themes are linked to high quality stories and non-fiction texts. The children become 'word collectors' and use the vocabulary they hear in books in their play. Your child



will be encouraged to discuss the books we read and create their own stories using their favourites as scaffolding. Children will see adults choosing to read and will learn that we value reading. Our environment is book rich and language rich. We encourage the children to choose books to enhance their learning. We will

send books home for you to share with your child and we ask you to discuss the vocabulary in the book and use questions to ensure your child thinks about and understands what they have read.





## Our Phonic Programme

We follow the Read Write Inc Programme and from their first day in Reception, we teach phonics. Read Write Inc enables the children to read words, then sentences and then books, daily. Children work with a talking partner and incorporate writing activities linked to the book. The programme allows children to build up a secure knowledge of reading, spelling and writing skills. Each week we will send home video links for your child to practise their skills with you and you can then see how your child is being taught in school. This will enable you to support them at home with their learning journey.

## Homework

The children will initially bring home wordless picture books once a week and are encouraged to talk about the pictures, predict endings etc. As they learn to recognise sounds they will then progress onto simple Read Write Inc Books, which introduce phonetically decodable words. When we have read a book 3 times in school we send it home for your child to practise. Please read the book 3 times at home. Your child will develop their confidence, expression and fluency by reading familiar books. We will also send home Read



Write Inc videos, sound cards and words to practise. Children who practise their reading for 3 minutes a day are often the children who learn to love reading and who make the most progress.

Every week, the children will also bring home a book from our reading library to share and discuss with you. These books ensure that your child is exposed to high quality vocabulary as this will then extend their own vocabulary. Please talk about the books you read and ask your child questions to develop their comprehension skills.

## Learning Log Homework Books

You can extend your child's learning practically at home, helping them to complete their 'Learning Logs'. Each week the children will be given one or more tasks to complete at home with you. This will be based on the work they have been doing at school during the course of the previous week - it should not be anything new to them.



**Your child will need to bring in their homework bag every Wednesday in order to receive new homework at the end of the week. When they start school in September, please send in their homework bag labelled with their name.**



## Special Books

When your child starts school they will bring home their 'Special Book'. This allows you and your child to share any special achievements, events, trips and experiences with us by recording them in their 'Special Book'.



## Parent/Carer Partnership

Parents/Carers have a unique knowledge of their child's development, which is central to the learning process. An essential part of parental involvement is an ongoing dialogue between home and school. This helps to provide your child with security and confidence. Together we can achieve this in the following ways:-

- Talking about and recording information about your child's progress and achievement
- Carrying out activities at home to reinforce learning at school
- Letting each other know of any changes, events, worries or concerns which may affect your child's learning experience.

We have our own email address [reception@emmaus.liverpool.sch.uk](mailto:reception@emmaus.liverpool.sch.uk) Please use this to communicate any pictures or videos that your child may like to celebrate or anything else that may be significant for you as a parent/carer. One of the Reception teachers will usually reply within school hours.

## Friends of Emmaus - our PTA

Friends of Emmaus is a group of volunteers including parents, grandparents, school staff, previous pupils and community members.

Their main function is to support school by raising funds to enhance, enrich and improve learning experiences for our children. They also provide some 'little extras' which make school more memorable.



This year the Friends of Emmaus have funded gifts and snacks for VE Day and our annual French Day, organised our Year 6 Prom and Reception graduation celebration, funded enhancements to the curriculum with egg hatching and blenders for making healthy smoothies.



We also had a visit from the Easter bunny and Santa with his elves came to our school grotto.

If you are keen to be involved or to know more about what the Friends of Emmaus are up to, you can express your interest on your school admissions form or email the Friends of Emmaus:

[friendsofemmaus@outlook.com](mailto:friendsofemmaus@outlook.com)



**YOUR  
SCHOOL  
LOTTERY**

Did you know we have a school lottery. It's just £1 per week and there is a guaranteed winner every week from Emmaus, plus a £25,000 jackpot each month for one lucky winner from all the schools who take part. Last year the school lottery raised over £2000 for Emmaus. You can scan the QR code or go to [www.yourschoollottery.co.uk](http://www.yourschoollottery.co.uk) and search 'Emmaus'.







## Educational Visits/Visitors

Educational visits are led and supervised by Emmaus staff. These enriching experiences give the children opportunities to extend their understanding of a topic by visiting relevant places of interest. We are very lucky to have close links with Our Lady Queen of Martyrs and St Cuthbert's parishes, community groups, local areas of interest and the emergency services. Throughout the year, we undertake a number of adventures beyond school or invite visitors to come into school to talk about their important roles in our community.

## Behaviour

Good behaviour is encouraged through the use of praise, rewards and positive reinforcement. Merit certificates are awarded on a weekly basis to two children in each class. These achievements are announced in our 'celebration' assembly and published on social media/school newsletter. Cooperation, table manners, healthy eating and team work is recognised and rewarded at lunchtime, with lunchtime supervisor awards including certificates and stickers.



## A Prayer for September



Dear Lord,

I'm a little nervous about starting school,  
but I know you are with me.

Please help me be brave, kind,  
and make good choices.

Guide my teachers as they help me learn,  
and help me be a good friend to others.  
Thank you for your love and protection.

Amen.



## Morning/Hometime Arrangements

**Morning:** The Reception classroom doors usually open at 8.50 a.m. and close at 8.55 a.m. We welcome every child at the door and encourage the children to come into school independently. If your child arrives after 8.55 they will receive a late mark. As parents/carers, you can help develop their confidence to achieve this by directing them to the door and encouraging them to independently take off their coat and hang it up and take responsibility for organising their own snack, drink, homework, packed lunch.

**Afternoon:** The Reception day usually finishes at 3.15 p.m. when the Reception teachers individually hand over each child to their carer. Please wait outside your child's classroom door for your child to be safely handed over. *We operate a password system in the event your usual carer is unable to collect your child.*



**It is of paramount importance that carers do not crowd the Reception doorways.** Please be patient in order to ensure a safe transition from school to home. We have a significant number of children in our care and it takes time to familiarise ourselves with the variety of carers coming to collect their children each day.

## Attendance

Excellent attendance is extremely important in our school. We are delighted to have been awarded the GOLD Attendance Quality Mark recognising our commitment to promoting excellent attendance at our school. The report noted that "the culture and ethos supports children in wanting to come to school.... and the school places a high priority on supporting pupils, including the most vulnerable." We want children to enjoy coming to school and make the most of all the opportunities presented to them here. We believe that attending school everyday creates attendance habits that last a lifetime and gives our children the best chance to make excellent progress! Attendance matters!

Our target for attendance is at least 97%. This will mean every class aiming to reach this expectation. To help achieve this we provide a welcoming, stimulating and caring environment where all our families feel valued and supported. Our school staff will work with families to ensure that each child attends school regularly and arrives on time. Our Attendance Leads are Mr Williams (HT) and Mrs Hope (Office Manager)

## Absences

It is essential that you call the school if your child is going to be absent from school. Please try to speak to a member of staff who will support you in making a decision about keeping your child off school if they are sick. If we do not hear from you we will call you to clarify why your child is not in school

## Term-Time Holidays

The Department for Education has made it very clear that schools should not authorise holidays in term time unless there are very exceptional circumstances, please remember this when booking your holidays.

# Breakfast Club and After School Club

Our Breakfast and After School Clubs are school run and delivered by school staff who the children will know and recognise from across the school day.

Breakfast Club starts from 7:45 am and is an opportunity for your child can meet other children in a supervised setting before school. A healthy breakfast is provided with children eating together around a table. Our club offers activities and opportunities that support learning in Reception.

Breakfast Menu - Children can choose from a range of healthy cereals, wholemeal toast, muffins, pancakes, fresh fruit, fresh fruit juice, milk, yoghurts and even bacon and sausage on special days!

After School Club runs every school day until 5:45pm. It provides our children with the opportunities to socialise with their peers and to make new friends from other year groups too.

We offer planned and free-play activities. For our Reception children, activities are planned which both complement and further develop their learning alongside the class-based opportunities.

At After School Club, staff provide a warm and welcoming environment with the chance for children to take part in activities with friends and peers. Children can join in with outdoor play, creative art and crafts activities, engage with ICT and the internet in a controlled environment, and explore healthy eating opportunities with a range of healthy and nutritious snacks.



Breakfast club is £5 per session

After School Club is £11 per session

To request a place please complete the online form below or scan the QR code:

<https://www.cognitoforms.com/EmmausPrimarySchool/BreakfastAfterSchoolClubSeptember2025>

## Apps



At Emmaus we have 2 apps we use for parental communication. Parent App (PA Connect) which is used to share exciting news every week and letters home, it is also the App for letting us know about absences and providing consents for medicines, or updating your details.



We also have Schoolgateway, this is for all payments and consents, you will also receive messages through this app.

You will receive an invitation to download the apps in September after the children have started with us, if you have siblings already at Emmaus or you have attended Emmaus Nursery you will not need to change anything.



It really is imperative that you **download both of the above apps** and ensure that you have your **notifications turned 'ON'** - that way you won't miss out on important information relating to your child.





## Lunchtime

All children in Reception, Year 1 and 2 are entitled to a free school lunch every day. You have the option of this free hot school lunch or providing a packed lunch for your child. Reception lunchtime is between 11.30 and 12.30 every day. The children are supervised in the hall, outside on the Infant playground and field by the Reception teaching assistants and lunchtime supervisors. Below is an example of a weekly menu of the lovely lunches which Jackie our School Cook rustles up each week.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Main Event</b>	Margherita Pizza served with Homemade Potato Wedges & Carrot Sticks or Sweetcorn (V)	BBQ Chicken Wrap served with Rice & Peas or Salad	Roast Chicken in Gravy with Roast Potato, Yorkshire Pudding & Carrots or Broccoli	Beef Lasagne served with Homemade Bread & Cucumber Sticks or Sweetcorn	Oven Baked Fish Fingers with Chips & Baked Beans or Peas
<b>Vegetarian Selection</b>	Homemade Sweet Potato & Chickpea Curry served with Rice & Carrot Sticks or Sweetcorn (VE)	Vegetarian Enchiladas served with Rice & Peas or Salad (V)	Quorn Fillet in Gravy with Roast Potato, Yorkshire pudding & Carrots or Broccoli	Tomato & Basil Pasta with Homemade Bread & Cucumber Sticks or Sweetcorn (VE)	Quorn Nuggets with Chips & Baked Beans or Peas (VE)
<b>Picnic</b>	Freshly Prepared Sandwich, Roll or Wrap served with Mixed Salad and the Dessert of the Day, Yoghurt or Fresh Fruit				
<b>Jacket Potatoes</b>	Crispy Baked Jacket Potato with a Choice of Baked Beans (VE), Tuna Mayo or Cheese (V) with Mixed Salad (VE) Dessert of the Day, Yoghurt (V) or Fresh Fruit (VE)				
<b>Desserts</b>	Strawberry Whip (V)	Shortbread (VE) & with Fresh Fruit	Chocolate and Beetroot Brownie (V)	Blueberry Muffin (V)	Ice Cream with Mandarins (V)

## Milk & Snack

Milk is provided daily. Please sign up on the Dairylink UK Website -



[www.dairylink-uk.com](http://www.dairylink-uk.com) or scan the QR Code (milk is free until your child turns 5 years old but you still need to register if you wish them to receive milk).



Our school has the 'Healthy Schools Award', which allows each child to have a free piece of fruit every day for snack (usually in the morning).



We strongly believe in the benefits of regular water breaks.

**Children should bring a bottle of water (labelled) with a sports cap each day.**

These will be returned home each day for refilling/replacing.

**Please notify us if your child has any food allergies or intolerances** before they start school in September and at any point throughout the year, you can let us know this on your admissions form. We are also a NUT FREE school, we do not provide any items which may contain nuts. We ask you check items in packed lunches and ensure they are nut free also.

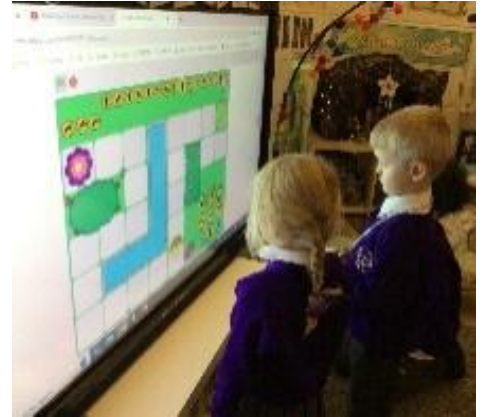


# Technology/Online Safety

We acknowledge the huge educational opportunities presented by the internet and digital technology and we aim to educate our children to be responsible digital citizens. Each class is equipped with interactive touchscreen smartboards, ipads, programmable robots and remote control toys.

In addition, we have access to our school computer suite, equipped with Windows PCs and a range of digital devices. Homework activities may require you to use the school website to access online learning resources, scan QR codes for reading links or to email photos of your child's achievements via email.

All our technological equipment and online activity is controlled, monitored and filtered by our school technicians. Our website and social media platforms are moderated daily and privacy settings checked. Digital images are uploaded and stored securely, with permission sought, by teaching staff only. Your child's name will never be attached to their images online.



"Education is not about knowing things or taking lessons but about being able to use three lingos: those of the head, the heart, and the hands... learning so that you can think about what you feel and do, can feel what you think and do, and can do what you feel and think."

Pope Francis





# Acceptable Use Policy for EYFS/Key Stage 1 Pupils

This agreement will help keep me safe online and help me to be fair to others

1. I only **USE** devices or apps, sites or games if a trusted adult says I can
2. I **THINK** before I click anything that pops up or I am not sure about
3. I **ASK** for help if I'm stuck or not sure
4. I **TELL** a trusted adult if I'm upset, worried, scared or confused
5. I look out for my **FRIENDS** and tell someone if they need help
6. I **KNOW** people online aren't always who they say they are
7. Anything I do online can be shared and might stay online **FOREVER**
8. I don't keep secrets or do **DARES AND CHALLENGES** just because someone tells me I have to
9. I always check before **SHARING** personal information, including passwords
10. I am **KIND** and polite to everyone, in real life and online.

After reading this with your child, please read and sign the Parent/Carer Acceptable Use Policy (link below or scan the QR code):

[www.cognitofirms.com/EmmausPrimarySchool/EmmausAcceptableUseEYFSKS1](http://www.cognitofirms.com/EmmausPrimarySchool/EmmausAcceptableUseEYFSKS1)



**Stay safe online, remember to ask an adult for help**





# School Uniform - Reception

## Autumn and Spring Term

- White socks
- School tie
- Grey skirt/pinafore or grey school shorts/trousers.
- Grey socks with shorts/trousers
- Grey socks or grey tights with skirt/pinafore
- School jumper/cardigan
- Black plain school shoes (NOT trainers or 'trainer style' shoes: no logos or colours)
- RECEPTION children require a wet suit and wellies to be kept in school at all times

## Summer Term

- Lilac gingham dress
- School jumper/cardigan
- White socks
- Black plain school shoes (NOT trainers or 'trainer style' shoes: no logos or colours)

OR

- White polo shirt with Emmaus logo or plain white polo shirt
- Grey school shorts/trousers
- Grey socks
- School jumper/cardigan
- Black plain school shoes (NOT trainers or 'trainer style' shoes: no logos or colours)

Our exclusive supplier of all uniform including jumpers, cardigans, ties, polo shirts, wet suits (Reception) P.E. kits and school logo bags is Brienda on Muirhead Avenue.

Brienda also offer an online service at: [www.alphaschoolwear.com](http://www.alphaschoolwear.com)



## Outdoor Uniform

- Our Emmaus all-weather **outdoor suits** are essential to protect your child's school uniform during Forest School and outdoor learning sessions in Green Base.
- Your child will also need a **pair of wellies** that stay in school on our welly rack for daily use (labelled with their name).



Please send your child's outdoor kit into school and leave on a peg in our outdoor transition bench.

## P.E. Kit:

Please send your child's PE kit in their PE bag when they start school. This is kept on your child's peg and sent home every half-term for washing. Your child may wear black pumps (slip on or Velcro straps) during P.E. lessons.

P.E. bags and homework bags are available from our uniform stockist, Brienda.



Your child will also need a change of underclothes and socks in their P.E. bag just in case they get wet or an 'accident' happens!

**Please ensure that ALL possessions are labelled clearly!**

# Forest School

All children in Reception will have the opportunity to participate in Forest School sessions throughout the year. We are proud of our newly developed Forest School site which has been designed and planned to enable our children to regularly connect with nature; encouraging, inspiring and developing their well-being, skills and attitudes through positive outdoor learning experiences.



## Moving On

At the end of the Reception year, both classes will be reviewed and class groupings may be adapted, in preparation for Key Stage One. You will be informed of your child's new class and their Year 1 teacher in Summer term.



## And finally...

We understand that starting full time school is an important, exciting and sometimes overwhelming time for your child (and you!). We will endeavour to keep you updated of news and events via letters home, social media, text messages and school newsletter.

Please keep an eye on Reception class page on the school website [www.emmausschool.co.uk](http://www.emmausschool.co.uk), follow us on social media for regular updates on our latest news and photographs throughout the year (please do not use social media to send direct messages, use our reception email instead to ensure you receive a response).



@emmaus\_eyfs



@Emmaus\_School



Please feel free to speak to us about any worries or questions you may have. As well as attending parent meetings throughout the year, please do not hesitate to contact us in person, by email [reception@emmaus.liverpool.sch.uk](mailto:reception@emmaus.liverpool.sch.uk) or by telephone (0151 233 1414).

We look forward to welcoming your family to our school and share in one of the most significant years in your child's school life...

## Let the adventure begin!

# Term Dates

Emmaus Church of England & Catholic Primary School



2025 to 2026

September 2025						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2025						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2025						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2026						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2026						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2026						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2026						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2026						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2026						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key: ◆ = INSET DAY

◆ = Holidays



# Emmaus Privacy Notice



## AIM

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) that came into force in May 2018. This policy applies to all data, regardless of whether it is in paper or electronic format.



## LEGISLATION AND GUIDANCE

This policy meets the requirements of GDPR, and is based on [guidance published by the Information Commissioner's Office](#) and [model privacy notices published by the Department for Education](#).



## ROLES AND RESPONSIBILITIES

The Governing Board has overall responsibility for ensuring that the school complies with its obligations. Day-to-day responsibilities rest with the Head, or the Deputy Head. The Head will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data. It is a legal requirement to appoint an independent Data Protection Officer. E2E Education has been appointed and is contactable via email: [DPO@e2e-education.co.uk](mailto:DPO@e2e-education.co.uk)



## DEFINITIONS

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Special Category Data	Data such as: <ul style="list-style-type: none"><li>• Racial or ethnic origin</li><li>• Political opinions</li><li>• Religious or philosophical beliefs, or beliefs of a similar nature</li><li>• Where a person is a member of a trade union</li><li>• Sex life</li><li>• Sexual orientation</li><li>• Genetic data</li><li>• Biometric data</li><li>• Whether a person has committed, or is alleged to have committed, an offence</li><li>• Physical and mental health</li><li>• This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply</li></ul>
Processing	Obtaining, recording or holding data
Data subject	The person whose personal data is held or processed
Data Controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data Processor	A person, other than an employee of the Data Controller, who processes the data on behalf of the Data Controller



## DATA PROTECTION

### Principles

Processed lawfully, fairly and in a transparent manner

Collected for specified, explicit and legitimate purposes ('purpose limitation')

Adequate, relevant and limited to what is necessary

Accurate and, where necessary, kept up to date

Kept in a form which permits identification of data subjects for no longer than is necessary

Processed in a manner that ensures appropriate security of the personal data

### Your Rights

Your right of access - you have the right to ask us for copies of your personal information

Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete

Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances

Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances

Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances

Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address] if you wish to make a request.



## PRIVACY/FAIR PROCESSING

We hold Personal and Special Category Data about pupils and parents to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

Contact details

Results of internal assessment and externally set tests

Data on pupil characteristics, such as ethnic group or special educational need

Exclusion information

Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We may share data with third parties to support the educational needs and smooth running of our school. These third parties may include, but will not be limited to, facilities providers (e.g. catering) and specialist software providers. We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should make their request in writing to the Head.

We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.



## DATA STORAGE AND SECURITY

Paper based records, digital records and portable electronic devices, such as laptops and hard drives that contain personal information, are compliant with GDPR and are regularly assessed by our DPO. Destruction and archiving of Personal Data procedures are also aligned to GDPR.



## HOW TO MAKE A COMPLAINT

If you feel that we have mishandled your or your child's Personal and/or Special Category data at any time you can make a complaint to the Headteacher by emailing [emmaus-ao@emmaus.liverpool.sch.uk](mailto:emmaus-ao@emmaus.liverpool.sch.uk) by or phoning 0151 233 1414.

For further information on our complaints procedure please follow this link <https://www.emmausschool.co.uk/policies/>

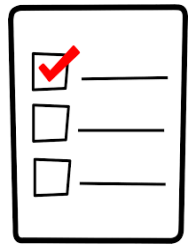
Alternatively, you can contact our DPO to make a complaint, [DPO@e2e-education.co.uk](mailto:DPO@e2e-education.co.uk) or contact the Information Commissioner's Office by visiting their website (<https://ico.org.uk/make-a-complaint/>) or by calling their helpline on telephone: 0303 123 1113

# Starting School Checklist:

To do:

## Complete Admissions Form

[www.cognitoforms.com/EmmausPrimarySchool/EmmausAdmissionForm](http://www.cognitoforms.com/EmmausPrimarySchool/EmmausAdmissionForm)



## Additional Information for Reception Team

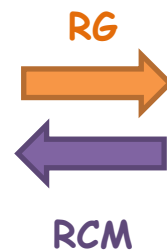
[www.cognitoforms.com/EmmausPrimarySchool/ReceptionAdditionalInformation](http://www.cognitoforms.com/EmmausPrimarySchool/ReceptionAdditionalInformation)



## Book your 1to1 meeting with your class teacher for September

for RCM: [www.calendly.com/emmaus-r1](http://www.calendly.com/emmaus-r1)

for RG: [www.calendly.com/emmaus-r2](http://www.calendly.com/emmaus-r2)



## Register for School Milk (Dairylink)

[www.dairylink-uk.com/order-milk](http://www.dairylink-uk.com/order-milk)



## Request Breakfast or After School Club for September

[www.cognitoforms.com/EmmausPrimarySchool/BreakfastAfterSchoolClubSeptember2025](http://www.cognitoforms.com/EmmausPrimarySchool/BreakfastAfterSchoolClubSeptember2025)



## Accept the Online Safety Agreement for Parent/Carers

[www.cognitoforms.com/EmmausPrimarySchool/EmmausAcceptableUseEYFSKS1](http://www.cognitoforms.com/EmmausPrimarySchool/EmmausAcceptableUseEYFSKS1)

